



# EMPLOYMENT APPLICATION

EMPLOYEE # \_\_\_\_\_

## General Data

**MUST BE AT LEAST 18 YEARS OF AGE TO APPLY**

Date: \_\_\_\_\_ Location # \_\_\_\_\_

|  |             |                     |   |                      |                  |
|--|-------------|---------------------|---|----------------------|------------------|
| Last Name  |             | First Name          |   | Middle Name          |                  |
| Present Address Number   | Street Name | City                | State   | Zip Code             | Years at Address |
| Position Applying For:   |             | Phone Number<br>( ) |   | Other Phone #<br>( ) |                  |
| Type of employment desired: Check One ✓<br>Full Time [ ] Part Time [ ]   |             |                     | Are you available to work Weekends & Evenings?<br>[ ] Yes or [ ] No   |                      |                  |
| Were did you submit application<br>[ ] San Fernando Valley [ ] Antelope Valley<br>[ ] San Joaquin Valley [ ] Victorville |             |                     | How did you learn of this job opening?<br>[ ] Advertisement [ ] Friend [ ] Walk-in [ ] Job Fair<br>[ ] Relative [ ] EDD [ ] Other _____ |                      |                  |

## Personal Data

|   |         |        |      |       |          |                              |
|---|---------|--------|------|-------|----------|------------------------------|
| Person to notify in case of an Emergency: Name  | Address | Street | City | State | Zip Code | Home Telephone Number<br>( ) |
| Do you have any relatives working for the company? [ ] Yes [ ] No. Do you know what their position is in the company? If yes list Name _____ Position _____ Location _____  |         |        |      |       |          |                              |
| Have you ever worked for this Company before? [ ] Yes [ ] No If "yes," give dates From ___/___/___ To ___/___/___ Location: _____   |         |        |      |       |          |                              |
| Will you relocate if the job requires it? [ ] Yes [ ] No Will you travel if the job requires it? [ ] Yes [ ] No   |         |        |      |       |          |                              |
| Are you able to perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation? [ ] Yes [ ] No If "no, describe the functions that cannot be performed. _____<br>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)  |         |        |      |       |          |                              |
| Have you ever been convicted of a crime (felony or misdemeanor) OTHER THAN (1) a marijuana-related conviction that occurred more than two years ago; (2) a conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated; (3) a misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; or (4) a pretrial or post-trial diversion program? [ ] Yes [ ] No Do you have any other experiences, training, qualifications, or skills which you feel make you especially suited for work at Vallarta Supermarkets? [ ] Yes [ ] No If so, please explain: _____ |         |        |      |       |          |                              |

## Work Experience

| *Last/Present Employer  | Length of Service (Dates) |       | Duties Performed |
|---|---------------------------|-------|------------------|
| Address   | Start                     | Leave |                  |
| Telephone Number(s)   |                           |       |                  |
| Supervisor's Name and Position  | Hourly Rate/Salary        |       |                  |
| Your Job Title  | Starting                  | Final |                  |
| Reason For Leaving May we contact now? ___ Yes ___ No (If still employed) |                           |       |                  |
| *Employer   | Length of Service (Dates) |       | Duties Performed |
| Address   | Start                     | Leave |                  |
| Telephone Number(s)   |                           |       |                  |
| Supervisor's Name and Position  | Hourly Rate/Salary        |       |                  |
| Your Job Title  | Starting                  | Final |                  |
| Reason For Leaving May we contact now? ___ Yes ___ No (If still employed) |                           |       |                  |
| *Employer   | Length of Service (Dates) |       | Duties Performed |
| Address   | Start                     | Leave |                  |
| Telephone Number(s)   |                           |       |                  |
| Supervisor's Name and Position  | Hourly Rate/Salary        |       |                  |
| Your Job Title  | Starting                  | Final |                  |
| Reason For Leaving May we contact now? ___ Yes ___ No (If still employed) |                           |       |                  |

## Skills

|   |   |
|---|---|
| Typing Speed (wpm):                                     | Other Training/Skills (include bilingual ability if relevant to the position for which you are applying): |
| Machines Operated:                                      |   |
| Branch of Military Service:                             |   |
| State relative skills acquired during military service: |   |

| EDUCATION       | HIGH SCHOOL | COLLEGE | TRADE/ PROFESSIONAL/ OTHER |
|-----------------|-------------|---------|----------------------------|
| Name            |             |         |                            |
| Address         |             |         |                            |
| Number of Years |             |         |                            |
| Course or Major |             |         |                            |
| Diploma/Degree  |             |         |                            |

## Applicant's Statement

### PLEASE READ CAREFULLY BEFORE SIGNING!

I hereby certify that I have been informed of the duties, the hours and days of work of the position for which I am applying, and that the information on this application is correct and complete to the best of my knowledge.

I understand that falsification or omission of any material information on this application shall be grounds for rejection of this application or for immediate termination. I authorize the references listed to provide the Company any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any use or disclosure of such information by the Company or any of its agents, employees, or representatives. I agree that if employed, I will abide by all policies and procedures established by the employer. I agree to submit to Drug Testing if required, by Vallarta Supermarkets.

I hereby acknowledge that my employment is "at-will," that I may resign at any time and the Company may terminate my employment at any time, with or without cause, and with or without notice, that any assurances of continued employment, whether written, oral or by conduct, shall not be interpreted as changing the nature of the employment relationship unless specifically acknowledged in writing by the President of the Company.

I declare under penalty of perjury that all the foregoing is true and correct

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Note: No consideration of employment will be given to any applicant that does not sign the above statement. Application expires in 90 days if not employed

### FOR COMPANY USE ONLY

HR Prescreened process:  Yes  No

Employed:  Yes  No Full Time  Part Time

Starting Date: \_\_\_\_\_ Location # \_\_\_\_\_

Department #: \_\_\_\_\_ Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ Vacation Code: \_\_\_\_\_

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Store Director/ Supervisor Signature

\_\_\_\_\_  
Date:

revised 07.2009