



**EMPLOYMENT APPLICATION**

First Name: \_\_\_\_\_ 1<sup>st</sup> Last Name \_\_\_\_\_ 2<sup>nd</sup> Last Name \_\_\_\_\_

Social Security No.: \_\_\_\_\_

CA Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ FAX: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have a current Drivers License?  Yes  No Please specify: \_\_\_\_\_ (state) \_\_\_\_\_

If the assignment you are applying for involves driving a motor vehicle: Will you release your driving record (MVR) to us for review?  Yes  No

If yes, will you provide your personal automobile insurance policy identification card?  Yes  No

Type of Employment desired:  Days  Nights  Weekends  Full-Time  Part-Time  Temporary

Which of the following languages do you speak fluently? English \_\_\_\_\_ Spanish \_\_\_\_\_ Other \_\_\_\_\_

**EDUCATION**

Type	Name of School	Course of Study	Did you graduate?
High School			Yes No
College/University			Yes No
Vocational/Trade Schools			
List any professional or vocational certifications, licenses, or registrants that you currently hold or have held in the past.			
Describe any specialized training, apprenticeship, skills, extracurricular activities, honors, scholarships, appointments, awards, or special recognition that you have received.			

**References:** List three additional business/professional references who have known you for at least a year.

Name Business Telephone Number

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

SKILLS AND JOB EXPERIENCE

(name)

Please list the skills that you are proficient in below. Please note that some or all of the skills listed may be verified via standardized testing and job references. Skills should be experience and educational related. Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, certifications, professional memberships, training, hobbies, etc. Mark the number of years experience that you have had relating to the skills. **Please make sure to review and complete both pages.**

Administrative	Years	Hospitality	Years	General Skills	Years
Office Manager		<b>Food and Beverage</b>		Cashier	
Administrative Assist.		Banquet Setup/Take down		Customer Service	
Data Entry Clerk		Buser		Janitorial	
Bank Teller		Chef		Sales	
File Clerk		Line Cook		Security	
HR Clerk		Dishwasher		Shipping/Receiving	
Legal Secretary		Host/Hostess		Inventory	
PBX Operator		Banquet Captain		Retail	
Receptionist		Bartender			
Exec. Secretary/Admin		Bar Server			
Secretary/Admin		Barista			
Bookkeeper		Server		<b>Additional Skills/Experience</b>	
Payroll Clerk		Server-Fine Dining			
AP/AR Clerk		Wine Steward			
Medical Front Office		Banquet Server			
Medical Back Office		Food and Beverage Mgr			
Medical Billing		Conf. Svcs/Event Coord.			
Typing <u>    </u> WPM		<b>Front Desk</b>			
Phone Lines 1-10		Concierge			
Phones Lines 10+		Door Person/Greeter			
Transcription		Guest Service/Bell Person			
Shorthand/Dictation		Shuttle Driver			
10 Key		Parking Attendant			
<b>Software</b>		Reservationists			
MS Access		Front Desk Clerk			
MS Excel		Front Desk Manager			
MS Outlook		Shift Manager			
MS Word		Auditor			
MS PowerPoint		<b>Housekeeping/Laundry</b>			
Corel Draw		Housekeeper			
PageMaker		Stockperson			
Publisher		Laundry Person			
Word Perfect		Housekeeping Manager			
QuickBooks		Laundry Manager		<b>Professional, Occupational or</b>	
Peach Tree		<b>Property Management/Maint.</b>		<b>Educational Certificates</b>	
		Pool/Spa Maintenance			
		Hotel Groundskeeper			
<b>Other</b>		Hotel Maintenance			
		Maintenance Manager			
		Property Manager			

SKILLS AND JOB EXPERIENCE

(name)

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Professional	Years	Construction	Years	Construction	Years
CPA		Superintendent		HVAC	
General Manager		Foreman		Plumber	
Project Director		Project Mgr/Coordinator		Electrician	
Project Coordinator		General Contractor			
Project Manager				Insulation	
HR Generalist		Carpenter-Finish		Drywall	
HR Manager		Carpenter-Framing		Painter	
HR Director		Carpenter-Siding			
RN		Carpenter-Roof Cutter		Tile Setter	
LVN				Stone Setter	
CNA		Concrete Form-Setter		Wood Flooring	
Paralegal		Concrete Finisher		Carpet	
Accountant				Vinyl Flooring	
Legal Assistant		Cabinet Installer			
Development Manager		Countertops		Roofing	
Construction Manager					
Web Designer		Mason-Stone		Landscaper	
Sales/Marketing Director		Mason-Block		Landscaper-Sprinkler	
Graphic Designer					
Marketing Manager		Asphalt		Building Maintenance	
IT		<b>Construction License/Certification</b>		<b>CSLB License or Cert. #</b>	
Other (Please Specify):		Electrical			
		Mechanical			
		General Contractor			
		Chemical Handling			
		Pesticide			
		Forklift			
		Crane Operation			
		Commercial Drivers			
		Heavy Equipment Operator			
		Other (please specify):			
<b>Language/s</b>	√	<b>Additional Construction Experience or Skills:</b>			
English					
Spanish					
Bilingual					
French					
German					
Italian					
Other					



Name: \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are You Employed Now?  Yes  No

If Yes, May We Inquire of Your Present Employer?  Yes  No

Ever Applied to This Company Before?  Yes  No

Where?: \_\_\_\_\_ When?: \_\_\_\_\_

Referred By: \_\_\_\_\_

**EMPLOYMENT HISTORY** – We require at least **5 years** history including phone numbers. Please document any gaps in your employment history.

Date From	Date To	Business Name, City & Business Phone	Position & Duties	Salary / Hourly Wage

**APPLICANT'S STATEMENT**

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment. I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application. I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

**I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.**

Print Name: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

## RELEASE OF CRIMINAL RECORDS

I, the undersigned, do hereby authorize Sierra Employment Services, Inc. to examine any and all criminal records and arrests on file in the United States of America and its territories. In doing so, I understand that I am waiving my right of confidentiality concerning my criminal history.

For employment purposes, **Sierra Employment Services, Inc.** may obtain consumer reports, or investigative consumer reports, in connection with your employment application or from time to time during employment in accordance with applicable law. Consumer reports include record checks conducted by consumer reporting agencies and may include driving records, criminal records, credit records, etc.

In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency will interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The agency will also conduct a records check of driving, criminal, credit, education, degrees, professional licenses, and/ or certification records depending on the position.

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

Signature: \_\_\_\_\_

Print Applicant's Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

## DRUG SCREEN AUTHORIZATION AND CONSENT

I hereby authorize and give full permission to have Sierra Employment Services, Inc. and/or their medical company physician send a specimen of my saliva, urine and/or blood to a laboratory for screening test using N.I.D.A. standards for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription.

I will hold all parties concerned harmless, meaning I will not sue nor hold responsible for any alleged harm to me or interfering with my obtaining a job or continuing employment due to not submitting to the tests or as a result of report of the test. This includes, but is not limited to, possible clerical or laboratory error.

This policy and authorization has been explained to me in a language I understand and I was told that if I have any questions they will be answered about the test.

I understand this is a legal binding document.

I UNDERSTAND SIERRA EMPLOYMENT SERVICES WILL REQUIRE A DRUG SCREEN TEST WHENEVER AN ON THE JOB ACCIDENT OR INJURY IS REPORTED IN ACCORDANCE WITH SIERRA EMPLOYMENT SERVICES POLICY AND THIS AUTHORIZATION AND CONSENT.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Interviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_