

**Los Angeles Campus (Main)**

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City of Industry Campus (Branch)

17595 Almahurst St. Ste 101-3 • City of Industry, CA 91748

Tel: (626) 965-5566 • Fax: (626) 965-1166

APPLICATION FOR EMPLOYMENT

Position Applied For: _____

Date of Application: _____

PERSONAL INFORMATION

Last Name

First Name

Middle Name

List any other names you are known by (for verification of employment, school, etc.):

Social Security Number:

Home Number

Mobile Number

Email Address

Present Street Address

City

State

Zip

Permanent Address (if different from above)

Name and phone number of nearest relative to contact in case of emergency:

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation? ☐ Yes ☐ No

If necessary, please describe what type(s) of reasonable accommodations are needed:

Do you have the legal right to work and be employed in the U.S.?

☐ Yes ☐ No

(Proof of identity and legal authority to work in the U.S. is a condition of employment.)

Are you at least age 18?

☐ Yes ☐ No

(Proof of age and work permits may be required prior to hiring.)

Do you have a reliable means of transportation to and from work?

☐ Yes ☐ No

If offered employment, is there any time off you need to let us know about in advance so that we can handle any staffing needs accordingly? (i.e., planned vacation, etc.) ☐ Yes ☐ No

If so, when and for how long? _____

EDUCATION					
	Name of School and Address	Graduated (Yes/No)	Number of Years	Course or Major	Credential Awarded
High School					
College					
Other					
Please list any academic awards/achievements or extracurricular activities you would like us to know about (You may omit those which indicate your race, color, religion, sex, national origin, ancestry, age or the existence of a disability.):					
Have you ever worked for this company before? ☐ Yes ☐ No Have you ever applied to this company before? If so, when? _____ ☐ Yes ☐ No How were you referred to this company? (i.e., friend, employee, ad) _____					

GENERAL INFORMATION	
Date available to start:	Full-time or Part Time?
Days and Hours available to work: Monday Tuesday Wednesday Thursday Friday Saturday Sunday From _____ to _____	
Are you available to work occasional or frequent overtime and Saturdays if needed/required? ☐ Yes ☐ No	
Have you ever been convicted of a crime other than a traffic violation? ☐ Yes ☐ No (NOTE: A conviction is not an automatic bar to employment. Each case will be considered on its own merits.) If yes, please explain and state the charge, the court, the date, and the disposition of the case:	
Have you ever been discharged or asked to resign from an employer? If so, please explain.	

EMPLOYMENT/WORK EXPERIENCE

Please list all of your jobs in the past five years, beginning with the most recent. (If applicable, you may list work performed on a voluntary basis. If additional pages are needed, please attach.)

Company No. 1

Address

Tel No.

Employed (Month and Year)

Rate of Pay

Avg. Number of Hours worked per week:

From:

To:

Start:

Ending:

Position(s) Held:

Supervisor's Name and Position

Describe all of your significant duties:

May we contact this employer?

☐ Yes ☐ No

Reason for leaving:

Company No. 2

Address

Tel No.

Employed (Month and Year)

Rate of Pay

Avg. Number of Hours worked per week:

From:

To:

Start:

Ending:

Position(s) Held:

Supervisor's Name and Position

Describe all of your significant duties:

May we contact this employer?

☐ Yes ☐ No

Reason for leaving:

Please explain any gaps in employment here:

OFFICE SKILLS

Adobe Acrobat Reader	☐ Yes ☐ No	10 key	☐ Yes ☐ No
MS Word	☐ Yes ☐ No	Calculator	☐ Yes ☐ No
MS Outlook	☐ Yes ☐ No	Typing speed: _____ wpm	☐ Yes ☐ No
MS Powerpoint	☐ Yes ☐ No	Fax	☐ Yes ☐ No
MS Access	☐ Yes ☐ No	Copier	☐ Yes ☐ No
MS Excel	☐ Yes ☐ No		

Please list any foreign languages you speak, read or write and your level of proficiency:

Please list any additional skills you may feel are relevant to the position you are being considered for:

Please list below at least two (2) personal references we can verify:

1. Name:	Tel:	Number of years known:
2. Name:	Tel:	Number of years known:

Authorization to Obtain Information/Verification of Employment:

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the company unless I have indicated to the contrary. I authorize the references listed above, as well as other individuals whom the company contracts, to provide the company and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any all liability for any damages that may result from furnishing such information to the company as well as from any use or disclosure of such information by the company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of the company. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the company. I understand that no employee or representative of the company, other than its president, has the authority to enter into any agreement for employment for any specified period or time, or to make any express or implied agreement contrary to the foregoing. Further, the president of the company may not alter the at-will nature of the employment relationship or enter into any employment agreement for a specified time unless the president and I both sign a written agreement that clearly and expressly specifies the intent to do so. I agree that this shall constitute a final and fully binding integrated agreement with respect to that at-will nature of my employment relationship and there are no oral or collateral agreements regarding this issue.

I also understand that all offers my employment are conditioned on the company's receipt of satisfactory responses to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States. Offers of employment are also conditioned on the satisfactory completion or a post-offer medical examination as well as successful passing of background and reference checks.

Name of Applicant (print)

Signature

Date

Angeles College is an Equal Opportunity Employer and does not discriminate based on gender, sexual orientation, religion, national origin, age, disability, or any other characteristic protected by applicable state or federal civil rights laws.