



Strong Families, Safe Kids

www.olivecrest.org

Regional fax numbers:

Inland Empire & Desert Communities: (951) 686-8565
 Orange & San Diego Counties: (714) 972-8952
 Los Angeles: (562) 866-4158
 Nevada: (702) 221-9752
 Pacific Northwest: (425) 462-9268

Human Resources Use Only		
Date	Initials	Contact

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

(Please print clearly)

Position Applied for:		Date of Application:	
Expected Pay Rate:		Date Available to start work:	
Full or Part time?	If PT, what hours?		
How did you hear of Olive Crest? (please be specific)	<input type="checkbox"/> Newspaper Name of paper:	<input type="checkbox"/> Employee Name of Employee:	<input type="checkbox"/> Internet Web site:
	<input type="checkbox"/> Other Name of source:		
Name: (Last, First M.I.)		Telephone:	
		Home:	
		Cell:	
Address: Street:		City:	State: Zip:
Email:	Are you 18 year of age or older? <input type="checkbox"/> YES If NO, state your age: <input type="checkbox"/> NO		Date of last TB Test:
			Date of last Physical:
Driver's License Number:		State:	Social Security Number:
<small>(Driving reports are required for applicants being considered for positions which will normally require them to drive on company business)</small>			
A. After employment, can you submit verification of your legal right to work in the Unites States?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
B. Were you previously employed by us?		<input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, when? Please state name if different:	
C. Can you work overtime?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
D. Did you serve in the military?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
E. With or without accommodation, can you perform the duties of this job? <small>(please answer this question after reviewing the job description for which you are applying)</small>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
F. Have you ever been convicted of a crime? <small>(Employment is contingent upon clearance of your criminal record)</small>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
G. Has your driver's license ever been suspended or revoked?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If your answer to F or G above is YES, please provide the following information:			
DATE	LOCATION	NATURE	DISPOSITION

NOTE: This application contains information for LIC 501 (12/90)

EDUCATION

CIRCLE HIGHEST YEAR COMPLETED <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	DIPLOMA? <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENTLY ENROLLED IN HIGH SCHOOL COMPLETION COURSE? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If YES, please give an estimated completion date:</small>
---	--	---

UNDERGRADUATE AND GRADUATE LEVEL EDUCATION:

NAME OF UNIVERSITY, COLLEGE OR BUSINESS SCHOOL	MAJOR / SUBJECT	YEARS COMPLETED	UNITS COMPLETED	DEGREE / CERTIFICATE	DATE COMPLETED

EMPLOYMENT-RELATED EDUCATION COURSES COMPLETED:

NAME OF UNIVERSITY, COLLEGE OR BUSINESS SCHOOL	TITLE OF COURSE	UNITS COMPLETED	DATE COMPLETED

EMPLOYMENT-RELATED EDUCATION COURSES CURRENTLY ENROLLED:

NAME OF UNIVERSITY, COLLEGE OR BUSINESS SCHOOL	TITLE OF COURSE	PROJECTED UNITS	EXPECTED COMPLETION

Describe any specialized training, apprenticeships, skills, and extra-curricular activities:

List licenses or certificates of competence held:

Honors received:

List professional, trade, business, or civic associations of which you are a member (you may exclude groups which indicate race, color, religion, sex, age, or other protected status):

What languages do you speak, read, or write fluently?

State any additional information you feel may be helpful to us in considering your application:

EMPLOYMENT HISTORY

Please fill out all employment information as **completely as possible**, starting with your present or most recent employment. You may also include any applicable volunteer experience or military service assignments.

Employment is contingent on the accuracy and completion of current and previous employment

*Olive Crest does not solicit any contact information, including e-mail, as it is solely used to complete reference checks in a timely manner.

WE RESERVE THE RIGHT TO CONTACT ALL CURRENT AND FORMER EMPLOYERS		
<u>COMPANY NAME</u>	<u>TELEPHONE</u>	<u>FAX</u>
<u>JOB TITLE</u>	<u>HOURS WORKED PER WEEK</u>	<u>DATES OF EMPLOYMENT (State month and year)</u>
	<u>From:</u>	<u>To:</u>
<u>ADDRESS (Street, City, State, Zip)</u>	<u>MONTHLY/HOURLY PAY</u>	
	<u>Start:</u>	<u>Last:</u>
<u>NAME OF SUPERVISOR</u>	<u>*SUPERVISOR E-MAIL</u>	
<u>DESCRIBE YOUR WORK</u>	<u>REASON FOR LEAVING</u>	
<u>COMPANY NAME</u>	<u>TELEPHONE</u>	<u>FAX</u>
<u>JOB TITLE</u>	<u>HOURS WORKED PER WEEK</u>	<u>DATES OF EMPLOYMENT (State month and year)</u>
	<u>From:</u>	<u>To:</u>
<u>ADDRESS (Street, City, State, Zip)</u>	<u>MONTHLY/HOURLY PAY</u>	
	<u>Start:</u>	<u>Last:</u>
<u>NAME OF SUPERVISOR</u>	<u>*SUPERVISOR E-MAIL</u>	
<u>DESCRIBE YOUR WORK</u>	<u>REASON FOR LEAVING</u>	
<u>COMPANY NAME</u>	<u>TELEPHONE</u>	<u>FAX</u>
<u>JOB TITLE</u>	<u>HOURS WORKED PER WEEK</u>	<u>DATES OF EMPLOYMENT (State month and year)</u>
	<u>From:</u>	<u>To:</u>
<u>ADDRESS (Street, City, State, Zip)</u>	<u>MONTHLY/HOURLY PAY</u>	
	<u>Start:</u>	<u>Last:</u>
<u>NAME OF SUPERVISOR</u>	<u>*SUPERVISOR E-MAIL</u>	
<u>DESCRIBE YOUR WORK</u>	<u>REASON FOR LEAVING</u>	

If you need additional space, please attach a separate page

PROFESSIONAL REFERENCES

List three people who are **not** related to you, who are **not** previous supervisors, and who can give information about your background, character, abilities, etc., from a professional perspective.

Examples may include (but not limited to): current/previous professors, academic advisors, co-workers, members from group/volunteer organizations.

Please provide complete, accurate, up to date information, as employment is contingent upon satisfactory completion of reference checks.

*Olive Crest does not solicit any contact information, including e-mail, as it is solely used to complete reference checks in a timely manner.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>ADDRESS</u>
<u>*E-MAIL</u>	<u>HOME #</u>	<u>CELL #</u>
<u>NAME</u>	<u>RELATIONSHIP</u>	<u>ADDRESS</u>
<u>*E-MAIL</u>	<u>HOME #</u>	<u>CELL #</u>
<u>NAME</u>	<u>RELATIONSHIP</u>	<u>ADDRESS</u>
<u>*E-MAIL</u>	<u>HOME #</u>	<u>CELL #</u>

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. If I am employed, I understand that false or misleading information given on this application or during interview(s) may result in discharge at any time.

I authorize investigation of all statements contained in this application. I authorize Olive Crest to contact any of my references, employers and/or schools, except as otherwise indicated, and authorize my references, employers and/or schools to furnish any information concerning my employment, education and/or background, character, abilities, etc. I release Olive Crest and all persons and organizations from all claims and liabilities of any nature arising from such inquiries and investigations.

I understand that employment at Olive Crest is "at will". If I am employed, I, at my own discretion, or Olive Crest, as its own discretion, may terminate my employment at any time with or without cause and with or without notice.

SIGNATURE _____

DATE _____