

NAPA VALLEY COMMUNITY HOUSING
Employment Application

Please Print

Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone # _____ Cell/Pager/Other # _____

Email Address _____

Employment Desired

Position applied for: _____

Are you applying for: Regular full-time Regular part-time Temporary

What days and hours are you available for work? _____

Are you available for work on weekends? _____

Are you at least 18 years old? Yes No

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U. S. citizenship or proof of your legal right to live and work in this country? Yes No

What is your desired salary range? _____

If hired, would you have a reliable means of transportation to and from work? _____

Many of our residents do not speak English. Do you speak, write or understand Spanish? Yes No
Speak Write Understand

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? (We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.) Yes No If no, describe the functions that cannot be performed:

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature and date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.)

Education, Training and Experience

| School | Name and Address | No. of years Completed | Did you Graduate | Degree or Diploma |
|----------------------|------------------|------------------------|---|-------------------|
| High School | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| College/ University | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Vocational/ Business | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for this job? _____

Employment History

List below all present and past employment starting with your most recent employer (last 10 years). Account for all periods of unemployment. You must complete this section even if attaching a resume. If currently employed, may we contact your employer? Yes No Later

| | | |
|-----------------|---------------------------|---------------------|
| Dates (Mo./Yr.) | Employer's Name & Address | Job Title: |
| From: | | Duties: |
| To: | | |
| Total Years: | | |
| Hrs. per week: | Supervisor: | Reason for Leaving: |
| Salary: | Phone: | |

| | | |
|-----------------|---------------------------|---------------------|
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| Hrs. per week: | Supervisor: | Reason for Leaving: |
| Salary: | Phone: | |

Note: Attach additional page(s), if necessary.

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name _____ Phone _____

Occupation _____ Years Known _____

Name _____ Phone _____

Occupation _____ Years Known _____

Name _____ Phone _____

Occupation _____ Years Known _____

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Applicant's Signature _____

Date _____