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Application for Employment

Equal Opportunity Employer

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| **Name:** | **Date:** |
| **Address:** | **Phone:** |

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| **Position applying for:** |
| **Regular full-time work?:**  **YES**  **NO** **Regular part-time work?:**  **YES**  **NO** **Temporary work?:**  **YES**  **NO**  |

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| **What days and hours are you available to work?:** |
| **If applying for temporary work, during what period of time will you be available?:**  |
| **Are you available to work on weekends?:**  **YES**  **NO**  |
| **Are you available to work on call?:**  **YES**  **NO**  |
| **If hired, what date can you start?:** | **Salary desired:** |
| **Have you ever volunteered or applied to Westside Domestic Violence Shelter before?:**  **YES**  **NO**  **If yes, when and in what capacity?:** |
| **Do you have any friends or relatives working for Westside Domestic Violence Shelter?:**  **YES**  **NO**  **If yes, state name(s) and relationships:** |
| **Why are you applying for work at Westside Domestic Violence Shelter?:**  |
| **If hired, would you have a reliable means of transportation?**  **YES**  **NO**  |
| **Are you at least 18 years of age? (If under 18, hire is subject to verification that you are of minimum legal age.)**  **YES**  **NO**  |
|  **If hired, can you present evidence of your US citizenship or proof of your legal right to live and work in this country?**  **YES**  **NO**  |
| **Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?**  **YES**  **NO**  **If no, describe the functions that cannot be performed:**(Note: we comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests).  |
| **Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?**  **YES**  **NO** **A background check/live scan is required for employment.**  **If yes, state the nature of the crime(s), when and where convicted, and disposition of the case:**(Note: no applications will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered) |
| **Do you speak, write, or understand any foreign languages?**  **YES**  **NO**  **If yes, which language(s)?** |
| **Do you have the 40 hour DV certification required un the CA Evidence Code 1037?**  **YES**  **NO**  **When did you receive it and where?:** **If not, are you willing to take the 40 hour certification?:**  **YES**  **NO**  |

**Education, Training, Employment, and Experience** (please fill out the following tables or provide a resume):

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| **School** | **Name and Address** | **# of years completed**  | **Did you graduate?** | **Degree or diploma** |
| **High School**  |  |  |  **YES**  **NO**  |  |
| **College/University** |  |  |  **YES**  **NO**  |  |
| **College/University** |  |  |  **YES**  **NO**  |  |
| **Vocational/Business** |  |  |  **YES**  **NO**  |  |
| **Other** |  |  |  **YES**  **NO**  |  |

Please list all present and past employment for the last five years starting with your most recent employer. Account for all periods of unemployment.

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| **Position/Name of Employer:** |  |
| **Supervisor’s Name/Phone:** |  |
| **Address:** |  |
| **Employment dates:** | **From:****To:** |
| **Rate of pay** | ** Hourly Rate  Annual Salary  Volunteer** **Starting:****Ending:** |
| **Position duties** |  |
| **Reason for leaving** |  |
| **May we contact as a reference?  YES  NO**  |

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| **Position duties:** |  |
| **Reason for leaving:** |  |
| **May we contact as a reference?:  YES  NO**  |

**Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Westside Domestic Violence Shelter?**

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**Have you obtained any special skills or abilities as the result of service in the military?  YES  NO**

If yes, please explain:

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**Do you have any experience working or volunteering in a confidential capacity?  YES  NO**

If yes, please explain:

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**References:** please list three references (at least two must be professional references)

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| --- | --- | --- | --- |
| **Name** | **Phone** | **Relationship and Occupation** | **# of years known** |
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**Please read carefully, initial each paragraph, and sign below:**

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|  | I hereby certify that all the above information is true and correct to the best of my knowledge, and that I have personally completed this form. |
|  | I hereby authorize Westside Domestic Violence Shelter to thoroughly investigate my references, work history, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the organization 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 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 agree to provide a live scan/background check and DMV record if needed. I agree to sign and maintain confidentiality if employed. I am entitled to copies of these documents. |

Signature: **͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟͟** Date: **͟͟͟͟͟͟͟͟͟͟**