

1962 W. Holt Avenue
Pomona, CA 91768



Tel. No. 909 525 9888
Fax No. 909 525 9899

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, or any legally protected status.

(Please Print)

| | | | |
|-----------------------------|----------------------------|---------------------|------------------------|
| Position(s) Applied for | | Date of Application | |
| How did you learn about us? | | | |
| Last Name | | First Name | |
| Address | Number | Street | City State Zip Code |
| Telephone Number(s) | Cell Number, Page or Email | | Social Security Number |

Best time to contact you at home is: ____:____ AM / PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes / No

Have you ever filed an application with us before? Yes / No
If Yes, give date

Are you currently employed? Yes / No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes / No

Date Available for Work ____ / ____ / ____

What is your desired salary range? _____

Are you available to work:
Full time
Part time (Mornings / Afternoons)
Temporary (indicate dates available ____ / ____ / ____ - ____ / ____ / ____)

Are you currently on "lay-off" status and subject to recall? Yes / No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

1962 W. Holt Avenue
 Pomona, CA 91768



Tel. No. 909 525 9888
 Fax No. 909 525 9899

| Education | Name / Address of School | Course of Study | Yrs Completed/Degree |
|-------------------------|--------------------------|-----------------|----------------------|
| High School | | | |
| Undergraduate School | | | |
| Graduate / Professional | | | |
| Other (Specify) | | | |

Work Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color; religion, gender national origin, disabilities or other protected status.

| | | | |
|----------------------------|--------------------|-------|----------------|
| Employer | Date Employed | | Work Performed |
| | From | To | |
| Address | Hourly Rate/Salary | | |
| | Starting | Final | |
| Telephone Number(s) | | | |
| Starting/Present Job Title | | | |
| Supervisor | | | |
| Reason(s) for Leaving | | | |

| | | | |
|----------------------------|--------------------|-------|----------------|
| Employer | Date Employed | | Work Performed |
| | From | To | |
| Address | Hourly Rate/Salary | | |
| | Starting | Final | |
| Telephone Number(s) | | | |
| Starting/Present Job Title | | | |
| Supervisor | | | |
| Reason(s) for Leaving | | | |

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

1962 W. Holt Avenue
Pomona, CA 91768



Tel. No. 909 525 9888
Fax No. 909 525 9899

| | | | |
|----------------------------|--------------------|-------|----------------|
| Employer | Date Employed | | Work Performed |
| | From | To | |
| Address | Hourly Rate/Salary | | |
| | Starting | Final | |
| Telephone Number(s) | | | |
| Starting/Present Job Title | | | |
| Supervisor | | | |
| Reason(s) for Leaving | | | |

| | | | |
|----------------------------|--------------------|-------|----------------|
| Employer | Date Employed | | Work Performed |
| | From | To | |
| Address | Hourly Rate/Salary | | |
| | Starting | Final | |
| Telephone Number(s) | | | |
| Starting/Present Job Title | | | |
| Supervisor | | | |
| Reason(s) for Leaving | | | |

| | | | |
|----------------------------|--------------------|-------|----------------|
| Employer | Date Employed | | Work Performed |
| | From | To | |
| Address | Hourly Rate/Salary | | |
| | Starting | Final | |
| Telephone Number(s) | | | |
| Starting/Present Job Title | | | |
| Supervisor | | | |
| Reason(s) for Leaving | | | |

Comments: Include explanation of any gaps in employment.

| |
|--|
| |
|--|

1962 W. Holt Avenue
Pomona, CA 91768



Tel. No. 909 525 9888
Fax No. 909 525 9899

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the U.S. military.

List professional, trade, business or civic activities and offices held.

Additional Information

Other Qualifications: Summarize special job-related skills and qualifications from employment of other experiences.

Specialized Skills (Please circle skills/equipment Operated)

| PC/MAC | Spreadsheet | Production/Mobile Machinery (list) | Other (list) |
|------------|-----------------|------------------------------------|--------------|
| Typewriter | Word Processing | _____ | _____ |
| WPM ____ | Shorthand | _____ | _____ |
| | | _____ | _____ |

State any additional information you feel may be helpful to use in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes / No

Personal/Professional References (Do not include family members)

| Name | Phone Number | Best time to call | Occupation |
|------|--------------|-------------------|------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

1962 W. Holt Avenue
Pomona, CA 91768



Tel. No. 909 525 9888
Fax No. 909 525 9899

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date