



THE FRESNO CENTER EMPLOYMENT APPLICATION

Applicant Information:

Mr./Ms.	Last Name	First	Middle	Application Date
Address				
City	Zip Code	Telephone Number	Email	
Do you have legal documents to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>			Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes <input type="checkbox"/> No <input type="checkbox"/>	
List any military status and classification.				

Position Applying for:

Position Desired	Salary Desired	I am seeking employment for: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Date available to start
Have you ever applied for employment with this organization before? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, when?	
Do you have relatives employed with this organization? If yes, please state name of individual and relationship. Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>		If currently employed may we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Employment History: Please include all employment history with the most recent first.

1	Dates Employed	Employer Name and Address	Phone Number	Supervisor's Name
	Position	Duties:		Reason for Leaving
2	Dates Employed	Employer Name and Address	Phone Number	Supervisor's Name
	Position	Duties:		Reason for Leaving
3	Dates Employed	Employer Name and Address	Phone Number	Supervisor's Name
	Position	Duties:		Reason for Leaving
Do you give The Fresno Center permission to contact your previous supervisor(s)? Yes <input type="checkbox"/> No <input type="checkbox"/>				

4879 E. Cesar Chavez Blvd * Fresno CA 93727 * Tel (559) 255-8395 * Fax (559) 255-1656

Education:

	Institution Name and Location	Subject/Major	Diploma, Degree, or Certificate Obtained
High School			
University/College			
University/College			

Licenses/Certificates/Registration:

License/Certificate/Registration Title:	License/Certificate/Registration Number:	Issue Date:	Expiration Date:

If applying for a licensed position, are you able to supervise?
 Yes No N/A

List any computer skills you may have and programs you have used such as Microsoft Word, Excel, Publisher, or Access. _____

Professional References: Please list 3 non-relatives whom you have known for at least 2 years.

	Name	Address	Telephone	Occupation	Years Known
1					
2					
3					

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts may be cause for dismissal. I understand and agree that my employment is of no definite period and may, regardless of the payment of my wages and salary, be terminated at any time without any previous notice.

Signature _____

Date

The civil rights act of 1964 prohibits discrimination in employment due to race, color, religion, sex, or national origin. Some states prohibit discrimination because of age. The age discrimination in employment act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age. If this prohibits the request of any information on this form, this information will not be used to discriminate against possible employment.

Affirmative action plan/Equal employment opportunity (AAP/EEO):

It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company’s equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Self-Identification Form (Gender, Race, Ethnicity)

For equal employment opportunity and affirmative action purposes, The Fresno Center is required to invite applicants and employees to voluntarily self-identify their race/ethnicity and to report the gender makeup of our workforce. The information will be kept separate from other employment papers and records. Submission of this information is **VOLUNTARY AND WILL NOT BE USED TO MAKE EMPLOYMENT DECISIONS**. The information is used only in accordance with state and federal regulations.

Please print:

Employee Name: _____
 Last First MI

Position Applied for: _____

Please check:

Gender: Male
 Female

Race/Ethnicity: Are you Hispanic or Latino? Yes
 No

If you answered “Yes,” you have completed this form. If you answered “No,” please select race from the options below.

Race/Ethnicity: White (not Hispanic or Latino)
 Black or African American (not Hispanic or Latino)
 Native Hawaiian or Pacific Islander (not Hispanic or Latino)
 American Indian or Alaskan Native (not Hispanic or Latino)
 Asian (not Hispanic or Latino)
 Two or more races (not Hispanic or Latino)
 I do not wish to disclose