

EMPLOYMENT APPLICATION

BAKERSFIELD ARC
2240 SOUTH UNION
BAKERSFIELD, CA 93307

AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY
IN THE WORKPLACE

POSITION OR TYPE OF WORK DESIRED

PERSONAL INFORMATION

NAME	LAST	FIRST	MIDDLE	DATE
PERMANENT ADDRESS (STREET, CITY, STATE, ZIP CODE)				
HOME PHONE NUMBER		CELL PHONE/BUSINESS PHONE		E-MAIL ADDRESS
CALIFORNIA ID NUMBER		DRIVER LICENSE NUMBER		STATE
				CLASS
				MO/YEAR
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 ___		Are you under 18? ___ Yes ___ No ___ If under 18 and still in High School, you may be required to provide a work permit upon hire.		Have you ever been involuntarily terminated or asked to resign from any position of employment? ___ Yes ___ No ___

PLACEMENT INFORMATION

I AM INTERESTED IN THE FOLLOWING:		
1. ___ Regular Full Time		
2. ___ Part Time		
3. ___ Temporary Help		
Are you willing to work shift work? ___ Yes ___ No		
Are you currently or have you ever been employed by BARC? ___ Yes ___ No		
Do you have relatives currently employed by or attending BARC? ___ Yes ___ No		
Salary Desired	Date Available	Who or What Referred You To BARC?
Skills: Check what applies to your experience		
___ Keyboard ___ WPM ___ Data Entry ___ MS Word ___ MS Excel ___ MS Access ___ Other languages ___ First Aid, Expiration Date _____ ___ CPR, Expiration Date _____		

EDUCATION RECORD

Are you a High School Graduate/GED Graduate? ___ Yes ___ No			
Name and Location of School	Major	Degree	GPA

OTHER INFORMATION

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ___ Yes ___ No
<i>(Note: A reasonable accommodation is any accommodation that would not place undue hardship on BARC. Undue hardship includes any accommodation that is unduly costly, extensive, or substantial to the particular employer, or would fundamentally alter the nature of the operation of BARC.)</i>
If no, describe the functions that cannot be performed. <i>(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 skill and agility tests.)</i>

EMPLOYMENT HISTORY

LIST ALL EMPLOYERS WITH CURRENT OR MOST RECENT EMPLOYMENT FIRST. **LEAVE NO TIME UNACCOUNTED FOR.** THIS SECTION MUST BE FULLY COMPLETED EVEN IF YOU SUBMIT A RESUME.

Present/Recent Employer From ____ / ____ Mo Year To ____ / ____ Mo Year	Name _____	Address _____	Telephone Number _____
	Job Title: _____		Number of employees you supervised: _____
	Summary of Duties: _____ _____		
	Reason for Leaving: _____		
Recent employer From ____ / ____ Mo Year To ____ / ____ Mo Year	Name _____	Address _____	Telephone Number _____
	Job Title: _____		Number of employees you supervised: _____
	Summary of Duties: _____ _____		
	Reason for Leaving: _____		
Recent employer From ____ / ____ Mo Year To ____ / ____ Mo Year	Name _____	Address _____	Telephone Number _____
	Job Title: _____		Number of employees you supervised: _____
	Summary of Duties: _____ _____		
	Reason for Leaving: _____		

Please Read Carefully, Initial Each Paragraph, and Sign Below

____ I hereby certify I have not knowingly withheld any information that might adversely affect my chances for employment and the answers given by me are true and correct to the best of my knowledge. I understand 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 BARC 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 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 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.

____ I further agree to submit to a complete medical examination including a drug/alcohol test by a BARC Physician and/or a background investigation when deemed necessary by BARC.

____ I certify I personally completed this application.

Date _____

Signature _____

BAKERSFIELD ARC

VOLUNTARY IDENTIFICATION INFORMATION FOR PRE-EMPLOYMENT

PLEASE PRINT

Name: _____
(Last) (First) (Initial) Preferred Name and Pronouns

BARC is an equal opportunity employer. All applicants, promotions, training, transfers, retention, and terminations are considered without regard to race, color, sex (includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth and breastfeeding) gender identity and expression, sexual orientation, marital status, registered domestic partner status, religion, religious dress practice and religious grooming practice, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

BARC is committed to the employment and advancement of qualified minorities and females. If you fall into one or more of these classifications, we invite you to identify yourself.

We are gathering the following information, not for employment decisions, but for record keeping in compliance with federal regulations. This information will be kept separate from your Employment Application. Your responses are strictly voluntary and will help in developing and monitoring our affirmative action programs.

Information provided will be kept in the strictest confidence. However, if you choose not to respond, this will not affect the decision regarding your employment opportunity.

Gender: _____ Male _____ Female _____ Non-Binary or Gender Non-Conforming

RACE/ETHNICITY:

_____ Hispanic or Latino _____ Asian, not Hispanic or Latino
_____ White, not Hispanic or Latino _____ American Indian or Alaska Native, not Hispanic or Latino
_____ Black or African American, not Hispanic or Latino _____ Two or more races, not Hispanic or Latino
_____ Native Hawaiian or Other Pacific Islander, not Hispanic or Latino

MILITARY STATUS:

_____ **Special Disabled Veteran** means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service connected disability.

_____ **Veteran of the Vietnam-Era** means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases, or (ii) was discharged or released from active duty in the U.S. military ground naval or air service for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

_____ **Recently Separated Veterans'** means any veteran who served on active duty in the U.S. military, ground naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.

_____ **Other Protected Veterans'** means veterans who served on active duty in the U.S. military, ground naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. For those with Internet access the information required to make this determination is available at: <http://www.opm.gov/staffingportal/vgmedal2.asp>. A copy of the list also may be obtained by calling (301) 306-6752 and requesting a copy of the list be mailed to you.

Signature Date

REFERRAL: (Mark all applicable)

_____ Walk – in _____ Employee Referral _____
_____ Employment Agency _____ School (Specify) _____
_____ State Job Service _____ Other (Specify) _____
_____ Advertisement _____ Recruitment

_____ Position applied for: _____