



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

## Employment Application

*Redwood Coast Regional Center is an Equal Opportunity Employer*

### Please Print

\_\_\_\_\_

Date Last Name First Name Middle

Present Address

\_\_\_\_\_ - \_\_\_\_\_

No. & Street City State Zip

Permanent Address (if different from present address)

\_\_\_\_\_ - \_\_\_\_\_

No. & Street City State Zip

(\_\_\_\_) \_\_\_\_ - \_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Business Phone Home Phone

### Employment Desired

Position applying for: \_\_\_\_\_

### Personal Information

Have you ever applied to or worked for Redwood Coast Regional Center before?

Yes  No

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Redwood Coast Regional Center ?

Yes  No

If yes, state name(s) and relationship:

\_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_ Relationship \_\_\_\_\_

Why are you applying for work at Redwood Coast Regional Center ?

\_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? .....  Yes  No

Are you at least 18 years old? (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 U.S. citizenship or proof of your legal right to live and work in this country? .....  Yes  No



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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.

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(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)? (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.

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

### Education, Training and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
<b>High School</b>	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>College/ University</b>	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>Vocational/ Business</b>	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>Health Care Training</b>	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____



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### Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

_____	(____) ____ - ____
Name of Employer	Telephone No.
_____	_____
Type of Business	Your Supervisor's Name
_____	_____ - ____
Address & Street	City State Zip
Dates of Employment: _____	Weekly Pay: _____
From To	Starting Ending
_____ Your Position and Duties	
_____ Reason for Leaving	
May we contact this employer for a reference? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	

_____	(____) ____ - ____
Name of Employer	Telephone No.
_____	_____
Type of Business	Your Supervisor's Name
_____	_____ - ____
Address & Street	City State Zip
Dates of Employment: _____	Weekly Pay: _____
From To	Starting Ending
_____ Your Position and Duties	
_____ Reason for Leaving	
May we contact this employer for a reference? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: Attach additional page(s) if necessary.

### Professional/business References

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

_____	_____	(____) ____ - ____
First Name	Last Name	Telephone No.
_____	_____	_____ - ____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	



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### References, continued

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

(\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Telephone No.

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City

\_\_\_\_ State \_\_\_\_ Zip - \_\_\_\_

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
No. of Years Acquainted

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

(\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Telephone No.

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City

\_\_\_\_ State \_\_\_\_ Zip - \_\_\_\_

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
No. of Years Acquainted

### Additional Information: (if needed)



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## Please Read Carefully, Initial Each Paragraph and Sign Below

\_\_\_\_\_  
Initials 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.

\_\_\_\_\_  
Initials I hereby authorize **Redwood Coast Regional Center**, 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 agency 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 agency, 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.

\_\_\_\_\_  
Initials 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 agency. 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 agency and that no promises or representations contrary to the foregoing are binding on the agency unless made in writing and signed by me and the agency's designated representative.

\_\_\_\_\_  
Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the agency. I am entitled to copies of any such public records obtained by the agency unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature