



73505 El Paseo
Palm Desert, CA 92260
Phone: (760) 674-8666
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WE ARE A DRUG-FREE WORKPLACE

APPLICATION FOR EMPLOYMENT

Applications are kept active for only 30 days.

Date: _____

WE APPRECIATE YOUR INQUIRY INTO OUR ORGANIZATION AND ARE SINCERELY INTERESTED IN YOUR BACKGROUND AND QUALIFICATIONS. PLEASE ANSWER ALL QUESTIONS AS THOROUGHLY AS POSSIBLE SO WE MAY REVIEW THIS INFORMATION IN CONSIDERATION OF EMPLOYMENT WITHIN OUR ORGANIZATION. WE CONSIDER ALL APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, SEX, NATIONAL ORIGIN, AGE, DISABILITY, CITIZENSHIP, MARITAL STATUS, MILITARY OR VETERAN STATUS, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, ANCESTRY, MEDICAL CONDITION, GENETIC INFORMATION, GENETIC PREDISPOSITION TO A DISEASE, LAWFUL OFF-DUTY CONDUCT OR POLITICAL ACTIVITIES, OR ANY OTHER LEGALLY PROTECTED STATUS. WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND AN AT-WILL EMPLOYER.

PERSONAL INFORMATION

NAME _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
STREET CITY STATE ZIP CODE

PHONE # (_____) _____ CELL PHONE # (_____) _____
AREA CODE AREA CODE

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.? YES _____ NO _____

IF YOUR APPLICATION IS CONSIDERED FAVORABLY, ON WHAT DATE WILL YOU BE AVAILABLE FOR WORK?
_____ WOULD YOU WORK? FULL-TIME _____ PART-TIME _____

ARE YOU 18 YEARS OR OLDER? YES _____ NO _____ ARE YOU 21 YEARS OR OLDER? YES _____ NO _____

DO YOU HAVE A CURRENT FOOD HANDLER'S CARD? YES _____ NO _____

REFERRED BY _____

EMPLOYMENT APPLIED FOR

POSITION _____ SALARY DESIRED _____

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE _____ WHEN _____

YOU MUST ANSWER THE FOLLOWING QUESTION OR YOUR APPLICATION CANNOT BE ACCEPTED:

1. A JOB DESCRIPTION DESCRIBING THE ESSENTIAL JOB FUNCTIONS OF THE POSITION FOR WHICH YOU HAVE APPLIED IS ATTACHED OR HAS BEEN DESCRIBED TO YOU. CAN YOU PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION FOR WHICH YOU HAVE APPLIED? YES _____ NO _____

<u>EDUCATION</u>	NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR COR- RESPONDENCE SCHOOL				

(CONTINUED ON BACK)

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

FORMER EMPLOYERS

(LIST BELOW YOUR LAST THREE EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

FROM MO/YR	TO MO/YR	NAME AND ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
1.				
2.				
3.				

REFERENCES

PLEASE LIST BELOW THREE PERSONAL REFERENCES OTHER THAN RELATIVES AND PAST EMPLOYERS.

NAME	ADDRESS	PHONE #
1.		
2.		
3.		

PLEASE LIST BELOW TWO PAST EMPLOYMENT REFERENCES WE MAY CALL.

NAME	ADDRESS	BUSINESS	PHONE #
1.			
2.			

IF THE POSITION YOU ARE APPLYING FOR REQUIRES DRIVING, PLEASE INDICATE IF ANY OF THE FOLLOWING HAVE OCCURRED IN THE PAST THREE YEARS: SOCIAL SECURITY #: _____

___ SUSPENSION ___ REVOCATION ___ DUI ___ CONVICTIONS ___ PROPERTY DAMAGE ___ PHYSICAL HARM

“I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL MY STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND THAT NOTHING CONTAINED IN THIS APPLICATION, OR CONVEYED DURING ANY INTERVIEW WHICH MAY BE GRANTED, IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT.

I UNDERSTAND THAT FILLING OUT THIS FORM DOES NOT INDICATE THERE IS A POSITION OPEN AND DOES NOT OBLIGATE YOU TO HIRE ME.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS **AT WILL** WHICH MEANS IT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES OR SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE.

I UNDERSTAND THAT ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON THE PRODUCTION OF THE PROPER DOCUMENTS FOR COMPLETION OF THE I-9 FORM.”

SIGNATURE _____ ***DATE*** _____.

ARE YOU ENGAGED IN ANY ACTIVITIES THAT MAY BE PERTINENT TO THE JOB FOR WHICH YOU ARE APPLYING?

INTERVIEWED BY _____ DATE _____

IF YOU HAVE THE RIGHT TO WORK



Don't let anyone take it away.

There are laws to protect you from discrimination in the workplace.

You should know that...

In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.

Employers cannot reject documents because they have a future expiration date.

Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

Contact IER

For assistance in your own language

Phone: 1-800-255-7688

TTY: 1-800-237-2515

Email us

IER@usdoj.gov

Or write to

U.S. Department of Justice – CRT
Immigrant and Employee Rights – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

If any of these things happen to you, contact the Immigrant and Employee Rights Section (IER).



— DEPARTMENT OF JUSTICE —
IMMIGRANT & EMPLOYEE RIGHTS SECTION
— CIVIL RIGHTS DIVISION —

Immigrant and Employee Rights Section

U.S. Department of Justice, Civil Rights Division

www.justice.gov/ier