



Application for Employment

PLEASE READ THIS APPLICATION THOROUGHLY AND COMPLETE IT HONESTLY. THIS EMPLOYER PERFORMS A DETAILED BACKGROUND INVESTIGATION ON ALL FINAL CANDIDATES.

Important Notice: Applicants should be extremely careful as they complete this application.

This Company utilizes a sophisticated and detailed background and pre-employment investigation process. This process frequently discloses inaccurate, false, and/or incomplete or omitted information. Should this process determine any inaccurate or incomplete information, it will cause you to be either disqualified for employment with Access Sacramento as an applicant, or be grounds for termination if the inaccuracies are discovered subsequent to your employment. Accordingly, we strongly suggest that you NOT complete this application until you have the requisite time and accurate information to do so.

Access Sacramento is an equal opportunity employer and will not discriminate against any employee or applicant for employment in an unlawful manner. Employment is conditioned on the successful completion of the screening program. The information sought on this form is given voluntarily and may be used in filing reports required by state or federal governments.

Position(s) applied for: _____	Application Date _____
Type of employment desired: <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	

Applicant's Name: _____		Date _____	
List other names you use or have used, including maiden names, nicknames, stage names, married names. _____			
Address: _____	City: _____	State: _____	Zip: _____
Telephone #: () _____	Email: _____		

How did you learn about us?	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Employment Agency
	<input type="checkbox"/> Friend/relative	<input type="checkbox"/> Walk In
	<input type="checkbox"/> Web	<input type="checkbox"/> Other _____

Date you will be available to start work: _____

Driver's License # _____

Salary Requirements _____ / _____

Are you able to meet the attendance requirements?	Yes	No
Do you have any objection to working overtime if necessary?	Yes	No
Can you work evenings and weekends?	Yes	No
Have you ever been previously employed by Access Sacramento? If hired, can you show proof that you may legally work in the USA? If you are under 18, can you furnish a work permit if it is required?	Yes	No
May we contact your current employer?	Yes	No
Are you able to travel if required for your job duties?	Yes	No

Emergency Contact:			
Name ()	Relationship		
Home Phone Number ()	Address		
Work Phone Number/ext	City	State	Zip

Employment History

Please provide all employment information for the past seven years employment starting with the most recent. You may use another sheet if necessary.

Employer: _____ Position held: _____
 Address: _____ Telephone #: () _____
 Immediate supervisor and title: _____
 Dates employed: from ___ to ___ Salary: _____
 Job summary: _____
 Reason for leaving: _____
 May we contact this employer for a reference? Yes No

Employer: _____ Position held: _____
 Address: _____ Telephone #: () _____
 Immediate supervisor and title: _____
 Dates employed: from ___ to ___ Salary: _____
 Job summary: _____
 Reason for leaving: _____
 May we contact this employer for a reference? Yes No

Employer: _____ Position held: _____
 Address: _____ Telephone #: () _____
 Immediate supervisor and title: _____
 Dates employed: from ___ to ___ Salary: _____
 Job summary: _____
 Reason for leaving: _____
 May we contact this employer for a reference? Yes No

Employer: _____ Position held: _____
 Address: _____ Telephone #: () _____
 Immediate supervisor and title: _____
 Dates employed: from ___ to ___ Salary: _____
 Job summary: _____
 Reason for leaving: _____
 May we contact this employer for a reference? Yes No

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, number of years completed, course of study, and any degrees earned:

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

References

List 3 people who can comment on your character and work habits, including telephone numbers, and years known (do not include relatives or employers):

1.	_____ () Name Phone
	_____ Years known Relationship
2.	_____ () Name Phone
	_____ Years known Relationship
3.	_____ () Name Phone
	_____ Years known Relationship

Please comment on why we should consider you for employment:

I hereby authorize Access Sacramento to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability Access Sacramento and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

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 the Company and me. 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 Company, and that 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 understand that Access Sacramento does not discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

Are you able to perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?

Yes

No

If no, please describe the function that you cannot perform: _____

(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 also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I also understand that I will be required to provide proof of a current clear DMV report if I am required to drive as a component of my job with Access Sacramento. I hereby authorize Access Sacramento to verify the validity of **my driver's license at any time during my employment if I am required to drive in the course of my job** with Access Sacramento.

ARBITRATION

I agree that all claims by me arising during the application process, as well as during and following my employment with Access Sacramento including, but not limited to, unlawful discrimination and/or harassment, wrongful demotion, wrongful termination, invasion of privacy, or defamation will be presented to a neutral arbitrator for final and binding decision in accordance with the procedures adopted by Access Sacramento. Binding arbitration will be used as well in the event of a claim filed with either the Equal Employment Opportunity Commission or the California Department of Fair Housing and Employment once the agency has completed its determination.

I also agree that if any California Court with jurisdiction declares that any part of this arbitration agreement is illegal, invalid or unenforceable, such a declaration will not affect the legality, validity or enforceability of the remaining parts of the agreement and that illegal, invalid or unenforceable part will no longer be part of this agreement.

THIS AGREEMENT IS A WAIVER OF ALL RIGHTS TO CIVIL COURT ACTIONS FOR CLAIMS ARISING OUT OF THE APPLICATION PROCESS AS WELL AS EMPLOYMENT WITH ACCESS SACRAMENTO SHOULD IT BE OFFERED. ONLY THE ARBITRATOR, NOT A JUDGE OR JURY WILL DECIDE THE OUTCOME OF ANY CLAIM OR DISPUTE.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant's Signature

Date

Please Note: Access Sacramento maintains applications on active file only for a 30-day period of time. If you wish to be considered after a 30-day period, please re-apply.