

# Application for Employment



**BAY AREA COMMUNITY SERVICES**  
**Post Office Box 2269**  
**Oakland, California 94621**  
**FAX: (510) 569-4589**  
[bacshr@bavareacs.org](mailto:bacshr@bavareacs.org)

**PLEASE PRINT**

Position(s) Applied For: \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source:  Advertisement  Employee  Walk-In  LCC website  Other \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number/Home (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Social Security Number \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Are you at least 18 years old? .....  Yes  No

Have you ever been employed at BACS? .....  Yes  No

If yes, give dates and supervisor name: \_\_\_\_\_

Do you have the legal right to work in the U.S? Proof of identity & right to work in the U.S is a condition of employment.  Yes  No

Date Available for work..... \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of employment desired:  Full Time  Part Time  Temporary/Contractor Hours available \_\_\_\_\_

Are you available for overtime hours, if needed?..... Yes  No

Have you been convicted of a criminal offense? (Record of conviction will not automatically prevent application from employment consideration).....  Yes  No

State nature of the crime, where & when convicted: \_\_\_\_\_

Do you have a valid California Driver's license and a clear driving record? .....  Yes  No

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

Are you able to perform the essential functions of the position for which you are applying with or without accommodation?  Yes  No

Do you have relatives employed at Bay Area Community Services? .....  Yes  No

If 'yes' list name(s) and relationship(s): \_\_\_\_\_

**Educational Background**

SCHOOL	DEGREE DIPLOMA	MAJOR	# YEARS COMPLETED

## Employment History

List your last four (4) employers, starting with the most recent, including military experience. You must complete this section even if attaching a resume. Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE (        )        -	DATES EMPLOYED		ESSENTIAL DUTIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE / SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE MAY WE CONTACT? _____		\$	PER	
REASON FOR LEAVING		HOURLY RATE / SALARY		
		FINAL		
		\$	PER	
EMPLOYER	TELEPHONE (        )        -	DATES EMPLOYED		ESSENTIAL DUTIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE / SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE / SALARY		
		FINAL		
		\$	PER	
EMPLOYER	TELEPHONE (        )        -	DATES EMPLOYED		ESSENTIAL DUTIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE / SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE / SALARY		
		FINAL		
		\$	PER	
EMPLOYER	TELEPHONE (        )        -	DATES EMPLOYED		ESSENTIAL DUTIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE / SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE / SALARY		
		FINAL		
		\$	PER	

**Language Proficiency**

Are you fluent in a language other than English?

Yes

No

Language(s) \_\_\_\_\_

**References**

List name and telephone number of four business / work references who are *not* related to you.

NAME	RELATIONSHIP	TELEPHONE NUMBER	YEARS KNOWN

**Licenses and or certifications**

Name of License/Certification	License /Certification Number	Expiration Date	Issuing State

**Additional Qualifications**

Please write a brief biographical sketch, including work experience or training in other fields, which might be pertinent to the position for which you are submitting this application.

**EMPLOYMENT RELATIONSHIP AGREEMENT AND VERIFICATION STATEMENT**

**Please read carefully and initial each of the following statements. They are conditions of employment at Bay Area Community Services.**

*Initial*

\_\_\_\_\_ It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary. Bay Area Community Services is an at will employer.

\_\_\_\_\_ I hereby authorize and hold harmless Bay Area Community Services to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize my former employers 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 and hold harmless Bay Area Community Services, 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.

\_\_\_\_\_ If I am hired I understand that working at Bay Area Community Services may be contingent upon: having a pre-employment Physical Assessment and a TB screening; receiving a criminal record clearance from the CA Department of Justice and/or authorizing a background screening. If I refuse to participate in these, when required, I understand that Bay Area Community Services will consider my application withdrawn.

\_\_\_\_\_ If I am hired I agree to protect Bay Area Community Services' confidential information and not to disclose such information to others.

\_\_\_\_\_ If hired, I understand I must provide evidence of my identity and authorization to accept immediate employment in the United States and evidence of all degrees and licenses stated in this application or on my resume.

\_\_\_\_\_ I understand that if hired, in order to drive for the agency I must have and maintain a good driving record as determined by the Agency's insurance carrier, a current California driver's license and provide proof of personal vehicle insurance coverage.

Bay Area Community Services values a diverse workforce. We are an equal opportunity employer. BACS does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_