



# Employment Application

Important: To be accepted for consideration, applications must be filled out completely, even if a resume is submitted.

An Equal Opportunity Employer

Date: \_\_\_\_\_

## Please Print

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

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

\_\_\_\_\_  
M.I.

## Present Address

\_\_\_\_\_  
No. & Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

## Permanent Address (if different from present address)

\_\_\_\_\_  
No. & Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in the U.S.?

Yes       No

Are you at least 18 years old?

Yes       No

Do you have a valid California Driver License?

Yes       No      Driver License Number: \_\_\_\_\_      Exp. Date: \_\_\_\_\_

Do you have reliable means of transportation to and from work?

Yes       No

## Employment Desired

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

Full-time       Part-time      Date available: \_\_\_\_\_

What days and hours are you available to work? \_\_\_\_\_

Are you available for work on weekends?       Yes       No

How did you learn about this position? \_\_\_\_\_

### General Information

Have you ever applied or worked for Valley Achievement Center?

- Yes       No

If yes, when and what position? \_\_\_\_\_

Are you related to a VAC employee by blood or marriage?

- Yes       No      If yes, indicate the name and relationship: \_\_\_\_\_

Are you currently employed?

- Yes       No      If yes, may we contact your current employer?       Yes       No

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, please explain: \_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential job functions. Hire may be subject to passing a medical examination and skill or agility tests.)

Are you currently certified in First Aid or CPR?

- Yes       No      If yes, indicate type and expiration: \_\_\_\_\_

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Misdemeanor convictions for marijuana related offenses that are more than two years old need not be listed.)

- Yes       No

(Note: A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

If yes, state the nature of the crime(s), when and where convicted, and the disposition of the case.


### Education

School	Name & Address	Years Completed	Did you Graduate? (Y/N)	Degree or Diploma
<b>High School</b>				
<b>College/University</b>				
<b>Post College</b>				
<b>Graduate, Trade, or Business School</b>				
<b>Other</b>				

### Employment / Work Experience

List below jobs held for the last ten (10) years, starting with the most recent. (Attach additional sheets in needed.)

Date <b>M/Y</b>	Company Name & Address	Position Held	Reason for Leaving
From To			
Supervisor Name: _____		Phone: _____	May we contact the employer? Yes / No
Duties Performed: _____			

Date <b>M/Y</b>	Company Name & Address	Position Held	Reason for Leaving
From To			
Supervisor Name: _____		Phone: _____	May we contact the employer? Yes / No
Duties Performed: _____			

Date <b>M/Y</b>	Company Name & Address	Position Held	Reason for Leaving
From To			
Supervisor Name: _____		Phone: _____	May we contact the employer? Yes / No
Duties Performed: _____			

Date <b>M/Y</b>	Company Name & Address	Position Held	Reason for Leaving
From To			
Supervisor Name: _____		Phone: _____	May we contact the employer? Yes / No
Duties Performed: _____			

Are you currently certified as a Registered Behavior Technician (RBT)?

- Yes       No

Are you currently certified as a Behavior Certified Autism Technician?

- Yes       No

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Valley Achievement Center?

- Yes       No

If yes, please explain:


**Professional References**

Please list name and contact information for three (3) professional references

Name	Address & Phone Number	Occupation	Years Known
1			
2			
3			

**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 Valley Achievement Center to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I 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 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 Company. 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.

\_\_\_\_\_ Initials  
In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

## RELEASE AND AUTHORIZATION

**DISCLOSURE: A CONSUMER REPORT MAY BE PROCURED FOR EMPLOYMENT PURPOSES.**

A consumer report or investigative consumer report including information about your character, general reputation, personal characteristics, or mode of living may be obtained. According to the Fair Credit Report Act, upon receiving a written request, Valley Achievement Center of Bakersfield, California will provide information regarding the nature and scope of the report, should it include information about your character, general reputation, personal characteristics or mode of living and a summary of your rights.

**California Residents Only:** Per California Civil Code, you will be notified within three days should an investigative consumer report be ordered.

### RELEASE AND AUTHORIZATION

I voluntarily and knowingly authorize for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personal Records Center, the Minnesota Bureau of Criminal Apprehension, personal reference, and/or other persons, to give records or information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, credit history, general reputation, character, or any other information requested to Valley Achievement Center, and/or its agents or representatives. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from furnishing of this information.

SIGNATURE	DATE	<p style="text-align: center;">CA, OK, &amp; MN APPLICANTS <b>ONLY:</b></p> <p>You have the right to receive a copy of your Consumer Credit report (for OK) or Consumer Report (for CA &amp; MN) should one be requested for employment reasons.</p> <p><input type="checkbox"/> I wish to be furnished with a copy of my consumer report should one be ordered.</p> <p style="text-align: right; margin-top: 20px;">*Optional</p>
FULL NAME (Type or Print Legibly)		
LIST ANY OTHER NAMES UNDER WHICH YOU HAVE WORKED OR RECEIVED A DEGREE		
STREET ADDRESS		
CITY, STATE, ZIP		
SOCIAL SECURITY NUMBER	DATE OF BIRTH*	
DRIVER'S LICENSE NUMBER	STATE OF ISSUE	
NAME EXACTLY AS IT APPEARS ON DRIVERS LICENSE		
POSITION FOR WHICH YOU ARE APPLYING		
MAY WE CONTACT YOUR CURRENT EMPLOYER? (Please circle one)		
YES	NO	NOT APPLICABLE

**Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer ResponseCenter, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”).
- You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.

See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: <a href="mailto:ConsumerHelp@FederalReserve.gov">ConsumerHelp@FederalReserve.gov</a>
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051