



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
High School				
College/University				
Post College				
Graduate, Trade, or Business School				
Other				

Employment / Work Experience

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

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

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

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

Date M/Y	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