



24580 Silver Cloud Court  
 Monterey, CA 93940  
 (831) 647-9411  
 www.mbard.org

**EMPLOYMENT APPLICATION**

**INSTRUCTIONS:**

1. Answer all questions accurately and completely. Incomplete applications may be disqualified.
2. Resumes are considered additional information and not in lieu of completed application.
3. Print completed application, sign and mail to address shown.

POSITION APPLYING FOR: \_\_\_\_\_

**PERSONAL INFORMATION**

NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

MAILING ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**GENERAL INFORMATION**

Have you ever been fired or forced to resign from previous employment?  YES  NO

Can you travel if a job requires it? YES NO

Do you have a valid Driver's License?  YES  NO State: \_\_\_\_\_ License Number \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

If hired, can you provide proof of the right to work in the U.S.? \_\_\_\_\_

**EDUCATION**

Are you a High School Graduate? YES  NO High School Name and Address: \_\_\_\_\_

If not, do you have a G.E.D. or Proficiency Certificate? YES NO

COLLEGE AND ADDRESS	MAJOR	DEGREE

List any additional Special Skills, Professional License, Certificate or Credential: Type / Issue Date / Expiration Date:

Language Ability: Understand Speak Write Read

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

List experience beginning with your most recent job. This section must be fully completed. A resume may be attached but will not be accepted in lieu of completing this section. If additional space is needed please attach a sheet of paper.

MAY WE CONTACT ALL EMPLOYERS LISTED?  YES  NO If "NO", please explain: \_\_\_\_\_

DATES OF EMPLOYMENT	EMPLOYER	ADDRESS	CITY/STATE
HOURS PER WEEK	TITLE OF YOUR POSITION		SUPERVISOR'S NAME AND PHONE NUMBER
TYPE OF WORK PERFORMED (Be Specific):			
REASON FOR LEAVING:			

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HOURS PER WEEK	TITLE OF YOUR POSITION		SUPERVISOR'S NAME AND PHONE NUMBER
TYPE OF WORK PERFORMED (Be Specific):			
REASON FOR LEAVING:			

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TYPE OF WORK PERFORMED (Be Specific):			
REASON FOR LEAVING:			

By signing this application, I declare that the information provided by me is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on this application may preclude an offer of employment, or may result in withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time the misrepresentation or omission is discovered.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**An Equal Opportunity-Affirmative Action Employer**

This agency is an equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by the law.

This information is solicited on a voluntary basis. This portion of the application materials will be detached and the information you provide will not be used to make any employment decision that affects you.

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

RACE / ETHNIC CATEGORY (check one):

White (not Hispanic or Latino) – persons of origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American (not Hispanic or Latino) – persons of origins in any of the black racial groups of Africa

Hispanic or Latino – persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

Native Hawaiian or Other Pacific Islander – persons of origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian – persons of origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native – persons of origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment

Two or More Races (not Hispanic or Latino) – all person who identify with more than one of the above six races