



Application for Employment

AN EQUAL OPPORTUNITY EMPLOYER
 All employment decisions are made without regard to unlawful considerations of race, sex, religion, national origin, age, disability, or any other legally protected status. Reasonable accommodations are available upon request.

PLEASE ANSWER ALL QUESTIONS

Date: _____

PERSONAL INFORMATION

NAME	Last	First	Middle	PHONE
PRESENT ADDRESS				HOW LONG?
Street	City	State	Zip Code	
PREVIOUS ADDRESS				HOW LONG?
Street	City	State	Zip Code	
SOCIAL SECURITY NUMBER		DRIVER'S LICENSE NUMBER:		STATE:
		(Complete only if driving is relevant to position for which you are applying)		
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If no, you will be required to submit a work permit or proof of graduation from high school or the equivalent, if hired.</small>		If hired, can you provide proof that you are a citizen or national of the United States of America, a lawful permanent resident or an alien authorized to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Proof of employment authorization status will be required if you are hired.)</small>		
Have you worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, please state the date you left and the reason for leaving:</small>		Do you have any relatives employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, please give names:</small>		

EMPLOYMENT DESIRED

Position desired	Date you can start, if offered employment	Compensation desired
Are you applying for: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Hours and days available:
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(The Human Resources representative will provide a description of the essential functions of the position.)</small>		
If required, are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Which source prompted your application?

Advertisement: _____ (Specify) Employee: _____ (Name) Other: _____ (Specify)

Walk In Employment Agency

SPECIAL SKILLS

Briefly describe your qualifications for this work and any special skills or experiences you possess that will be of special benefit in the job for which you are applying:

Have you ever been bonded? Yes No If so, for what jobs? _____

COMPUTER SKILLS

Hardware	Software	Version

CRIMINAL RECORD HISTORY

Have you ever been convicted of a crime?

Yes No

(Note to California Applicants: Do not list the following: arrests or detention that did not result in conviction; convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; any arrest for which a pretrial diversion program has been completed; or any marijuana conviction more than two years old.)

If yes, what was (were) the offense(s)? _____

Date(s) and place(s) of conviction _____

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. Factors such as age at the time of the offense, type of offense and relevance to the job for which you are applying, seriousness and nature of the offense, and rehabilitation will be taken into account.

EDUCATION

NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	LIST DEGREES	GRADUATED? YES/NO
High School				
Jr. College or College				
University				
Technical or Vocational School				

WORK HISTORY (Please fill out completely, even if accompanied by resume. Attach an additional sheet if necessary)

(List most recent work experience (paid or unpaid) first. Account for all time and complete all items.)

Company Name: _____ Telephone () _____		DATES EMPLOYED	
Address: Street _____ City _____ State _____ Zip Code _____		From Mo/Yr. _____	To Mo/Yr. _____
Your Title and Description of Work Performed:		BASE RATE OF PAY	
		Start _____	End _____
Supervisor:		May we contact this employer for reference? ___ Yes ___ No	
Reason for Leaving:			
Company Name: _____ Telephone () _____		DATES EMPLOYED	
Address: Street _____ City _____ State _____ Zip Code _____		From Mo/Yr. _____	To Mo/Yr. _____
Your Title and Description of Work Performed:		BASE RATE OF PAY	
		Start _____	End _____
Supervisor:		May we contact this employer for reference? ___ Yes ___ No	
Reason for Leaving:			
Company Name: _____ Telephone () _____		DATES EMPLOYED	
Address: Street _____ City _____ State _____ Zip Code _____		From Mo/Yr. _____	To Mo/Yr. _____
Your Title and Description of Work Performed:		BASE RATE OF PAY	
		Start _____	End _____
Supervisor:		May we contact this employer for reference? ___ Yes ___ No	
Reason for Leaving:			
Company Name: _____ Telephone () _____		DATES EMPLOYED	
Address: Street _____ City _____ State _____ Zip Code _____		From Mo/Yr. _____	To Mo/Yr. _____
Your Title and Description of Work Performed:		BASE RATE OF PAY	
		Start _____	End _____
Supervisor:		May we contact this employer for reference? ___ Yes ___ No	
Reason for Leaving:			

REFERENCES

Please provide the name, address and telephone number of three people who would be willing to provide a business reference.

	NAME/RELATIONSHIP	ADDRESS/PHONE	BUSINESS	YEARS ACQUAINTED
1.				
2.				
3.				

CERTIFICATION

Read carefully before signing application.

I certify that the information given by me in this employment application is true and correct and contains no material omissions of any kind. I understand that any false statements or material omissions of fact made by me in this employment application or the interview process may disqualify me from employment or result in my termination. I authorize Rancho Santa Fe Security Systems/Protective Services ("RSFSS/RSFPS") to investigate my background and fitness for employment, including, but not limited to, an investigation of all the information provided in this employment application. I release RSFSS/RSFPS, its employees and agents from any and all liability for failing to hire me or terminating my employment due to such false information or material omissions. I authorize the companies, schools or persons named above to give to RSFSS/RSFPS any information regarding my employment or educational background, together with any information they may have regarding my qualifications for the job for which I am applying, whether or not it is in their records. I hereby release said companies, schools or persons and their employees and agents from any and all liability resulting from the disclosure of this information.

I UNDERSTAND AND AGREE THAT IF I AM HIRED, MY EMPLOYMENT RELATIONSHIP WITH RSFSS/RSFPS IS AT-WILL, WHICH MEANS THAT IT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, BY EITHER ME OR RSFSS/RSFPS. In addition, if I am hired, RSFSS/RSFPS will have the right to impose discipline or alter my position at its discretion. I acknowledge and agree that no promises or representations, express or implied, have been made to me contrary to the at-will nature of the job(s) for which I have applied or for which I am hired. I understand and agree that no representative of RSFSS/RSFPS may enter into any agreement contrary to the foregoing unless it is done by way of a specific, written agreement signed by an officer of RSFSS/RSFPS.

Signed: _____

Date _____



DISCLOSURE AND AUTHORIZATION FOR BACKGROUND INVESTIGATION

I hereby authorize Rancho Santa Fe Security Systems/Protective Services (“RSFSS/PS”) and/or any entity directed by RSFSS/PS to obtain an investigative consumer report and/or consumer credit report for employment purposes, including in connection with my application for employment. An “investigative consumer report” includes any information as to your character, general reputation, personal characteristics, or mode of living. A “consumer credit report” includes any information regarding your credit worthiness, credit standing, credit capacity. The specific nature and scope of the investigative consumer report RSFSS/PS is seeking includes inquiries regarding educational background; work history; social security number and address verification; personal financial status and credit history; court records, including criminal conviction record, as permitted by law; and driving history if driving is part of any job duties. I further understand and agree that an investigative consumer report and/or consumer credit report may be obtained at any time, and any number of times, as RSFSS/PS in its sole discretion determines is necessary before, during or after my employment.

The consumer reporting agency that will be providing RSFSS/PS with the investigative consumer report will be (INSERT), and the agency providing RSFSS/PS with the consumer credit report is Experian, P.O. Box 2104, Allen, TX 75013; (888) 397-3742. I understand I can receive a free copy of any investigative consumer report and/or consumer credit report requested by RSFSS/PS about me (indicate below if copy desired). I acknowledge receipt of the attached summary of an investigative consumer reporting agency’s obligations pursuant to California Civil Code section 1786.22.

I hereby authorize all previous employers (including temporary agencies), educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to RANCHO SANTA FE SECURITY SYSTEMS/PROTECTIVE SERVICES or other entity that obtains information for RANCHO SANTA FE SECURITY SYSTEMS/PROTECTIVE SERVICES. I further fully release RANCHO SANTA FE SECURITY SYSTEMS/PROTECTIVE SERVICES, its employees, officers, directors, agents, successors and assigns, and all other parties involved in this background investigation, including but not limited to investigators, credit agencies and those companies or individuals who provide information to RANCHO SANTA FE SECURITY SYSTEMS/PROTECTIVE SERVICES concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

I understand that an offer of employment is contingent, in part, upon the outcome of my background check, and that this Disclosure and Authorization is not an offer for employment by RANCHO SANTA FE SECURITY SYSTEMS or a contract for employment with RSFSS/PS. I further understand RSFSS/PS operates under an AT-WILL EMPLOYMENT POLICY and this Authorization does not alter or affect that policy in any manner whatsoever.

DATED: _____

_____ (Applicant Signature)

_____ (Print Name)

_____/_____
(Month and Day of Birth)

[Provide to verify accuracy of background check results]

_____ Yes, I wish to receive a copy of any investigative consumer report and/or consumer credit report requested about me by RANCHO SANTA FE SECURITY SYSTEMS/PROTECTIVE SERVICES.



**CONFIDENTIAL APPLICANT IDENTIFICATION RECORD
VOLUNTARY SURVEY**

TO THE APPLICANT:

The Rancho Santa Fe Security/Protective Services is an Equal Employment Opportunity Employer and, as such, conducts all employment-related activities without regard to unlawful considerations of race, national origin, gender, disability, age, religion or any other legally protected category. To demonstrate that we meet Equal Employment Opportunity requirements, we must maintain statistical information about our applicants and employees. The information requested below will help us meet our requirements. It will not be used for any unlawful purposes. Your submission of this information, or refusal to provide it, will not affect your application for employment nor be used to make any unlawful employment decisions. Your application will be considered in the same manner whether or not you complete this form. The information provided will be kept confidential, except as required or permitted by law, and maintained **separately** from your employment application. Your participation is **entirely voluntary** and greatly appreciated.

Name (Please Print) _____ Date _____

Position Applied For: _____

GENDER: Male Female

NATIONAL ORIGIN: _____

RACE/ETHNIC ORIGIN

- AMERICAN INDIAN OR ALASKAN NATIVE** — persons with origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- ASIAN/PACIFIC ISLANDER** — persons with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinents or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- AFRICAN AMERICAN** — Persons having origins in any of the black racial groups of Africa, not of Hispanic origin.
- HISPANIC** — persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- CAUCASIAN** — persons with origins in any of the original peoples of Europe, North Africa, or the Middle East, not of Hispanic origin.
- OTHER** (please specify): _____
- I do not wish to complete this questionnaire.

PLEASE PLACE THE COMPLETED FORM IN THE ENVELOPE PROVIDED AND GIVE TO RECEPTIONIST.

THANK YOU.