



San Diego-Imperial Counties Developmental Services, Inc.

4355 Ruffin Road, Suite 200, San Diego, California 92123

Phone: (858) 576-2996 Fax: (858) 503-4445

Email: hr@sdrc.org Website: www.sdrc.org

EMPLOYMENT APPLICATION

NAME (LAST, FIRST)		DATE	
HOME PHONE	MESSAGE/CELL PHONE	E-MAIL ADDRESS	
PRESENT ADDRESS		CITY	STATE ZIP
POSITION DESIRED	LOCATION(S) DESIRED San Diego <input type="checkbox"/> National City <input type="checkbox"/> Santee <input type="checkbox"/> Carlsbad <input type="checkbox"/> Imperial Valley <input type="checkbox"/>		
IF HIRED, CAN YOU PROVIDE PROOF OF IDENTITY AND AUTHORIZATION TO WORK IN THE U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>		ARE YOU OVER 18 YEARS OF AGE? YES <input type="checkbox"/> NO <input type="checkbox"/>	
LIST FRIENDS AND/OR RELATIVES CURRENTLY EMPLOYED AT SAN DIEGO-IMPERIAL COUNTIES DEVELOPMENTAL SERVICES, INC.			
NAME	RELATIONSHIP	DEPARTMENT	
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HAVE YOU BEEN CONVICTED OF A FELONY IN THE PAST TEN (10) YEARS? (Exclude marijuana related offenses that are more than two years old, and convictions which have been judicially sealed, expunged, or statutorily eradicated.) YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, PROVIDE DATE(S) AND FULL EXPLANATION.			

SKILLS – LIST SKILLS RELEVANT TO POSITION DESIRED
IN CERTAIN SPECIFIED JOBS, TRAVEL IS REQUIRED. ARE YOU CURRENTLY LICENSED TO DRIVE IN CALIFORNIA? YES <input type="checkbox"/> NO <input type="checkbox"/>
LANGUAGE(S) SPOKEN FLUENTLY (OTHER THAN ENGLISH)

EDUCATION				
	SCHOOL NAME	CITY AND STATE	MAJOR COURSE OF STUDY	DEGREE OBTAINED
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
GRADUATE SCHOOL				
OTHER SCHOOL				

FOR HUMAN RESOURCES USE ONLY		
POSITION: _____	INPUT BY: _____	BILINGUAL Y / N: _____

Begin with your most recent job. List all jobs and any periods of unemployment in the last ten (10) years, including any military service. Also list any jobs held more than ten (10) years ago which relate to the duties of the job for which you are applying. Please fill out completely. **DO NOT REFER TO RESUME.**

NAME OF EMPLOYER		TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP
DATES EMPLOYED FROM _____ TO _____		REASON FOR LEAVING	
JOB TITLE AND DESCRIPTION OF JOB DUTIES		FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>	
NAME AND TITLE OF SUPERVISOR		LAST SALARY	
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>			

NAME OF EMPLOYER		TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP
DATES EMPLOYED FROM _____ TO _____		REASON FOR LEAVING	
JOB TITLE AND DESCRIPTION OF JOB DUTIES		FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>	
NAME AND TITLE OF SUPERVISOR		LAST SALARY	
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>			

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NAME AND TITLE OF SUPERVISOR		LAST SALARY	
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>			

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ADDRESS	CITY	STATE	ZIP
DATES EMPLOYED FROM _____ TO _____		REASON FOR LEAVING	
JOB TITLE AND DESCRIPTION OF JOB DUTIES		FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>	
NAME AND TITLE OF SUPERVISOR		LAST SALARY	
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>			

The information provided in this Employment Application is true, correct and complete. If employed, any misstatement or omission of fact on the application may result in my immediate dismissal. I understand that this is considered "at-will" employment and may be terminated at the sole discretion of the employer, with or without cause, and with or without notice, and that acceptance of an offer of employment does not create a contractual obligation upon the employer to employ me in the future. I further certify that I currently have the legal right to work in the United States. I understand a physical examination and background investigation must be completed after employment is secured. Further, permission is hereby given to San Diego-Imperial Counties Developmental Services, Inc. to investigate previous employment, educational background and references. I release San Diego-Imperial Counties Developmental Services, Inc. and former employers from liability resulting from disclosure of information which shall be considered sufficient cause for dismissal or failure to employ applicant.

I have read and agree to the above statement.

Signature: _____

Date: _____