

EMPLOYMENT APPLICATION

The Company is an equal opportunity employer. The Company does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by applicable state or federal civil rights laws.

Name (Print) _____
 Last First Middle

Address _____
 Street and Number City State Zip Code
 How long have you lived there? _____
 Years Months

Telephone No. _____ Cellular No. _____

Position Applied For: _____ Date of Application: _____

Date available to start: _____ Full-time or Part-time? _____

What languages other than English do you speak fluently? _____

RECORD OF PREVIOUS EMPLOYMENT

Please list all of your jobs in the past ten years starting with the most recent (If applicable, you may list work performed on a voluntary basis. If additional pages are needed, please attach.). **Listing Pay, Title and Dates of employment is REQUIRED.**

<p>_____ Name of Present or Last Employer</p> <p>_____ Nature of Business</p> <p>_____ City, State, Zip Code</p> <p>(_____) _____ Telephone</p>	<p>Employed: _____ From (mo/yr) To (mo/yr)</p> <p>Salary/hr: _____ Starting Pay Current Pay</p> <p>_____ Name of Supervisor</p> <p>_____ Title of Last Supervisor</p> <p>_____ Exact Reason for Leaving</p>	<p>Your Title: _____</p> <p>Specific Duties: _____</p>
<p>_____ Name of Previous Employer</p> <p>_____ Nature of Business</p> <p>_____ City, State, Zip Code</p> <p>(_____) _____ Telephone</p>	<p>Employed: _____ From (mo/yr) To (mo/yr)</p> <p>Salary/hr: _____ Starting Pay Ending Pay</p> <p>_____ Name of Supervisor</p> <p>_____ Title of Last Supervisor</p> <p>_____ Exact Reason for Leaving</p>	<p>Your Title: _____</p> <p>Specific Duties: _____</p>
<p>_____ Name of Previous Employer</p> <p>_____ Nature of Business</p> <p>_____ City, State, Zip Code</p> <p>(_____) _____ Telephone</p>	<p>Employed: _____ From (mo/yr) To (mo/yr)</p> <p>Salary/hr: _____ Starting Pay Ending Pay</p> <p>_____ Name of Supervisor</p> <p>_____ Title of Last Supervisor</p> <p>_____ Exact Reason for Leaving</p>	<p>Your Title: _____</p> <p>Specific Duties: _____</p>

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Name of Previous Employer _____ Nature of Business _____ City, State, Zip Code _____ (_____) _____ Telephone _____	Employed: _____ From (mo/yr) _____ To (mo/yr) _____ Salary/hr: _____ Starting Pay _____ Ending Pay _____ Name of Supervisor _____ Title of Last Supervisor _____ Exact Reason for Leaving _____	Your Title: _____ Specific Duties: _____
Name of Previous Employer _____ Nature of Business _____ City, State, Zip Code _____ (_____) _____ Telephone _____	Employed: _____ From (mo/yr) _____ To (mo/yr) _____ Salary/hr: _____ Starting Pay _____ Ending Pay _____ Name of Supervisor _____ Title of Last Supervisor _____ Exact Reason for Leaving _____	Your Title: _____ Specific Duties: _____

Have you been convicted of a felony within the last seven years? Yes No
(Please exclude convictions that have been sealed, expunged, or legally eradicated. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

If yes, please identify the charge, the court, the date of conviction, and the disposition of the case:

May we contact your current employer? Yes No. If No, please explain:

Have you ever worked for this Company before? Yes No

If yes, please give dates and position: _____

Have you ever applied or interviewed for a position with any Hospitaller Foundation Location Yes No

If yes, please give date of the application/interview the position you interview for: _____

Have your ever been an intern or volunteer with St. John of God R&CC Yes No

If yes, please give the approx. date of the service and manager you trained with: _____

If hired, can you furnish proof that you are over 18 years of age? Yes No

If hired, can you provide documentation showing you are legally authorized to work in the United States? Yes No

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying?

Yes No

Do you have adequate transportation to and from work? Yes No

Please fully explain any gaps in your employment history:

Please indicate any actual experience; special training and qualifications that you have which you feel are relevant to the position for which you are applying.

Have you ever used another name? Yes No

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain: _____

EDUCATION

	Years Completed (Circle)	Diploma/Degree obtained (Circle)	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
High School: Name: _____ Location: _____	9 10 11 12	YES / NO		
College/University: Name: _____ Location: _____	1 2 3 4	YES / NO		
Graduate/Professional: Name: _____ Location: _____	1 2 3 4	YES / NO		
Trade or Correspondence: Name: _____ Location: _____		YES / NO		
Other: Name: _____ Location: _____		YES / NO		

PERSONAL REFERENCES

Please list persons who know you well and can attest to your quality of work.

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

ALTHOUGH WE KEEP APPLICATIONS OF FILE FOR ONE YEAR, THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS.

How did you learn about St. John of God and/or the open position? Mink Medina

Do any of your relatives work for St. John of God R&CC or affiliates Yes No

If yes, please provide their name and state their relationship to you _____

If referred by a current employee, please provide name: _____

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE. ANY AREA LEFT BLANK MUST BE EXPLAINED. A RESUME IS NOT A SUBSTITUTE FOR THIS APPLICATION.

Date

Signature of Applicant

APPLICANT'S STATEMENT & AGREEMENT

In the event of my employment to a position in this Company, I will comply with all rules and regulations of St. John of God R&CC. I understand that the Company reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination and related tests to the Company. I also understand that I may be required to take other tests such as personality and honesty tests, prior to and during my employment. I understand that should I decline to sign this consent or take any of the above tests, my application for employment may be rejected or my employment may be terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I further understand that the Company may obtain Public Records about me as part of a background investigation and that I may waive my right to receive a copy of such Public Records by checking the box to the right . I further understand that if hired the Company may periodically obtain Public Records about me as part of periodic background investigations to the extent permitted by law and I may waive my right to receive a copy of such Public Records by checking the box to the right .

I further understand that the Company may contact my previous employers. I authorize those employers to disclose to the Company all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claims, or damages **that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.** I authorize the persons named herein as personal references to provide the Company with any pertinent information they may have regarding myself.

I hereby state that all the information that I have provided on this application or any other documents completed in connection with my employment, and in any interview is true and accurate. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any information provided to the Company is found to be false or incomplete in any respect, I may be dismissed. I understand that any offer of employment will be contingent upon background investigation results.

I further agree and acknowledge that the Company and I will utilize binding arbitration to resolve all disputes that may arise out of the employment context including the application, interview, hiring and reference check process (policy also outlined and revocable in the new hire packet and employee handbook). I the employee am aware that I have 30 days from the first day of application or employment (whichever is a later date) to request this arbitration be revoked or revised, otherwise it will be in full effect. Both the Company and I agree that any claim, dispute, and/or controversy that either I may have against the Company (or its owners, directors, officers, managers, employees, agents, and parties affiliated with its employee benefit and health plans) or the Company may have against me, arising from, related to, or having any relationship or connection whatsoever with my seeking employment with, employment by, or other association with the Company shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act, in conformity with the procedures of the California Arbitration Act (Cal. Code Civ. Proc. sec 1280 et seq., including section 1283.05 and all of the Act's other mandatory and permissive rights to discovery). Included within the scope of this Agreement are all disputes, whether based on tort, contract, statute (including, but not limited to, any claims of discrimination and harassment, whether they be based on the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, as amended, or any other state or federal law or regulation), equitable law, or otherwise, with exception of claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board, claims for medical and disability benefits under the California Workers' Compensation Act, Employment Development Department claims, or as otherwise required by state or federal law. However, nothing herein shall prevent me from filing and pursuing proceedings before the California Department of Fair Employment and Housing, or the United States Equal Employment Opportunity Commission (although if I choose to pursue a claim following the exhaustion of such administrative remedies, that claim would be subject to the provisions of this Agreement). In addition to any other requirements imposed by law, the arbitrator selected shall be a retired California Superior Court Judge, or otherwise qualified individual to whom the parties mutually agree, and shall be subject to disqualification on the same grounds as would apply to a judge of such court. All rules of pleading (including the right of demurrer), all rules of evidence, all rights to resolution of the dispute by means of motions for summary judgment, judgment on the pleadings, and judgment under Code of Civil Procedure Section 631.8 shall apply and be observed. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded, and the arbitrator may not invoke any basis (including but not limited to, notions of "just cause") other than such controlling law. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in the capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceedings are privileged in accordance with Cal. Civil Code Section 47(b). As reasonably required to allow full use and benefit of this agreement's modifications to the Act's procedures, the arbitrator shall extend the times set by the Act for the giving of notices and setting of hearings. Awards shall include the arbitrator's written reasoned opinion. **I understand and agree to this binding arbitration provision, and both I and St. John of God R&CC give up our right to trial by jury of any claim I or St. John of God R&CC may have against each other. I will request to waive this provision of the application in writing if I do not agree to this paragraph of information (arbitration). All other aspects of this page remain in full force. My employment is not contingent on me accepting this provision, but upon full completion of the application, interview, and checks that will be run. INITIAL HERE IF WRITTEN NOTICE PROVIDED TO HR**

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by either St. John of God R&CC or me at any time and for any reason whatsoever, with or without good cause. I am aware that by applying, the organization is under no obligation to interview me, discuss positions with me or hire me for any open or future position.

This is the entire agreement between the St. John of God R&CC and me regarding dispute resolution, the length of my employment, and the reasons for termination of employment, and this agreement supersedes any and all prior agreements regarding these issues. It is further agreed and understood that any agreement contrary to the foregoing must be entered into, in writing, by the President of the Company. No supervisor or representative of the Company, other than its CEO and/or President, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing. Oral representations made before or after you are hired do not alter this Agreement. If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed and the remainder of this Agreement shall be enforceable.

IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK A COMPANY REPRESENTATIVE BEFORE SIGNING. I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND THE SAME. DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT.

Signature of Applicant:

Date:

BASIC QUESTIONNAIRE

Not part of the official application, but helpful to the possible interview.

1. What pay level are you willing to accept? **Answer required.**

\$ _____ ideal pay

\$ _____ minimum pay

Comments

2. What is the ideal position for you right now?

3. How fast can you type (give an accurate estimate)? _____ WPM

4. Are you **VERY** fast with 10 key? Yes No

5. Do you know MS Excel Basics? Yes No

6. Do you know MS Word Basics? Yes No

7. Are you willing to do a flexible shift with OT, changes and commute daily if the job requires it? Yes No

8. We run background checks on all applicants that reach a certain level of candidacy. The background check usually shows criminal history, fraud, and offender registries. Would you expect yours to come back clean?

NOTE: Offenses *might* not affect your candidacy (especially minor).

Yes (If yes, please explain.) No

9. Have you ever been terminated from a position (not a layoff)? Yes (If yes, please explain.) No

10. Please circle **four and only four** of the following words that best describe you.

Cultured	Stubborn	Thoughtful	Punctual	Polite	Lazy	Sarcastic	Mature	Strong-Willed
Analytical	Selfish	Passive	Average	Honest	Bored	Pessimistic	Positive	Fun
Serious	Proud	Behaved Well	Cautious	Efficient	Innovative	Tactful	Shy	Intelligent
Helpful	Kind	Capable	Detailed	Experienced	Faithful	Bold	Insecure	Quick
Artistic	Gentle	Energetic	Calm	Organized	Loyal	Impatient	Childish	Funny

I certify that my answers above are true.

Applicant Full Name

Applicant Signature

Date