



Volunteers of America®
Los Angeles

EMPLOYMENT APPLICATION

Volunteers of America is a strong believer in equal opportunity for all. It is the policy of Volunteers of America that we actively seek people who reflect the diversity of our client populations within our service area. Volunteers of America of Los Angeles is a diverse organization which values the uniqueness that each person brings to fulfill our mission. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status, or any other legally protected status. We also make every reasonable effort to accommodate applicants with disabilities.

Please print clearly and answer all questions completely. Thank you.

GENERAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____
Street Address _____ Apartment _____
City _____ State _____ Zip Code _____
Home Phone (_____) _____ - _____ Message/Work Phone (_____) _____ - _____
Cellular/Pager Phone (_____) _____ - _____ Email Address _____
Social Security Number _____ - _____ - _____

POSITION INFORMATION

Please indicate the position for which you are applying: _____ Desired Salary _____
How did you hear about this position? Internet Ad [] Newspaper Ad [] Referral [] Walk In [] Other [] _____
If you were a referral, name the individual who referred you to Volunteers of America _____
Are you related to anyone who works for Volunteers of America? Yes [] No [] If yes, who _____
Have you previously been employed by Volunteers of America? Yes [] No []
If yes, in what program(s) did you work? _____ When did you leave? ___/___/___
If hired, would you be able to provide proof that you have the legal right to work in the United States? Yes [] No []
If under 18 and if it is required, can you furnish a work permit? Yes [] No []
If no, please explain. _____
To aid verification, what other names have you used while in school or during employment? _____
Indicate your availability for work: Full Time [] Part Time [] Temporary [] 2nd Shift/Graveyard []
As of what date are you available for work? ___/___/___

Are you currently employed? Yes No If yes, may we contact your present employer? Yes No

Have you been convicted of a felony? Yes No If yes, list offense, date, and disposition of the case: _____

STATEMENT: Conviction for a crime is not necessarily a reason to disqualify one for employment.

Why are you interested in working for Volunteers of America? _____

QUALIFICATIONS

List any equipment, specialized knowledge, or skills that you have which qualify you for this position.

List all licenses and certifications that you currently hold. Make sure to indicate the date on which such licenses or certifications were issued.

EDUCATION

Circle the last grade completed:

Grade School	5	6	7	8	College	1	2	3	4
High School	9	10	11	12	Graduate School	1	2	3	4

Name of College/University _____ Location _____

Degree(s) and Year Graduated _____ Major(s) _____

Other Schooling _____

EMPLOYMENT HISTORY

Begin with your most recent employer. Include any job-related military service assignments and volunteer activities.

(1) Employer _____ From ___/___/___ To ___/___/___

Employer's Address _____

Name and Title of Your Supervisor _____ Phone (____) _____

Your Job Title _____ Rate of Pay: \$ _____ per Hour Month Year

Duties _____

Why did you leave, or, if currently employed, why are you interested in leaving? _____

(2) Employer _____ From ___/___/___ To ___/___/___

Employer's Address _____

Name and Title of Your Supervisor _____ Phone (____) _____

Your Job Title _____ Rate of Pay: \$ _____ per Hour Month Year

Duties _____

Why did you leave? _____

(3) Employer _____ From ___/___/___ To ___/___/___

Employer's Address _____

Name and Title of Your Supervisor _____ Phone (____) _____

Your Job Title _____ Rate of Pay: \$ _____ per Hour Month Year

Duties _____

Why did you leave? _____

(4) Employer _____ From ___/___/___ To ___/___/___

Employer's Address _____

Name and Title of Your Supervisor _____ Phone (____) _____

Your Job Title _____ Rate of Pay: \$ _____ per Hour Month Year

Duties _____

Why did you leave? _____

REFERENCES

Provide the name, address, and telephone number of three former supervisors.

(1) Name _____ Job Title _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alternate Phone _____

How do you know this person? _____

(2) Name _____ Job Title _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Alternate Phone _____
 How do you know this person? _____

(3) Name _____ Job Title _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Alternate Phone _____
 How do you know this person? _____

APPLICANT’S STATEMENT

Please read and initial each paragraph below.

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that misrepresentation may be cause for dismissal. I expressly authorize, without reservation, Volunteers of America (VOA), its representatives, employees or agents to contact and obtain information for all references (personal and professional), current/prior employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume or job interview. I hereby waive any rights I may have regarding VOA, its agents, employees and representatives. Further, an employment offer is contingent on VOA’s approval of the results of a pre-employment screening method that may include any applicable physical, drug/alcohol screening, fingerprinting, criminal background check, or any combination of the screening methods thereof. Also, any offer is contingent on my being able to prove that I have the legal right to work in the United States. I also understand that I am required to abide by all the rules, regulations and policies of VOA. _____ (Applicant’s Initials)

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and VOA may discharge the employee at any time with or without cause. No expectancy to continue employment will be created irrespective of the length of service by the employee. It is further understood that this “at will” employment relationship cannot be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the President of VOA. _____ (Applicant’s Initials)

If in the course of my employment with VOA I am required to drive a company vehicle, I understand that I must have and maintain a good driving record and be insurable in order to retain the position. I also understand that if I have a job requiring that I drive my personal vehicle, I am expected to adhere to state law by insuring it in order to retain the position. _____ (Applicant’s Initials)

“THERE ARE NO LIMITS TO CARING”



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Signature _____

Date ____/____/____