



# 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   
Specific Name of Source \_\_\_\_\_  
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  2<sup>nd</sup> 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

If yes, please explain why you wish to leave: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**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) \_\_\_\_\_

If more than college degree above; list school, major, degree, & year attended: \_\_\_\_\_

\_\_\_\_\_

**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 two (2) former supervisors and at least one (1) personal reference (not related to you).

(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)**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Invitation to Self Identify*

**Applicants**

***EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION DATA***

Volunteers of America Los Angeles is an Equal Opportunity/Affirmative Action Employer, and as such, is required by federal law to maintain and report certain information regarding its employees.

In order to comply with the law(s), you are **invited** to provide the following information **voluntarily**. This information will remain **CONFIDENTIAL** and will be used only for purposes allowed by law. Refusal to supply this information will not jeopardize or adversely affect any consideration you may receive for employment. When reported to the government, this data will not identify any specific individual. Thank you for your cooperation.

Section 1: General Information

<b>Name:</b>	<b>Date</b> ____ / ____ / ____
<b>Position Title:</b>	
<b>Supervisor or Manager:</b>	

Section 2: Please check (  ) all that apply (See second page for definitions)

Race or Ethnic Identity	Gender	**Veteran Status
<input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> White (not Hispanic or Latino) <input type="checkbox"/> Two or More Races (not Hispanic or Latino)	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Armed Forces Service Medal Veteran <input type="checkbox"/> Other Protected Veteran <input type="checkbox"/> Recently separated veteran <input type="checkbox"/> Vietnam Era Veteran
		<b>**Other</b>
		<input type="checkbox"/> How did you hear about the job?
<input type="checkbox"/> <b>If you need assistance with completion of this form assistance will be provided upon request.</b>		
<input type="checkbox"/> <b>I do not wish to Self-Identify Signature:</b> _____		

**EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES****American Indian or Alaska Native (Not Hispanic or Latino)**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Asian (Not Hispanic or Latino)**

A person having 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.

**Black or African American (Not Hispanic or Latino)**

A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino )**

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White (Not Hispanic or Latino)**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Two or More Races (Not Hispanic or Latino)**

All persons who identify with more than one of the above five races.

**VETERAN STATUS CATEGORIES**

**"Armed Forces Service Medal Veteran"** - a veteran who, while serving on active duty in the U.S. military ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209).

**"Other protected veteran"** - any other veteran who served on active duty in the U.S. military ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

**"Recently separated veteran"** - any veteran who served on active duty during the three-year period beginning on the date of such veteran's discharge or release from active duty<sup>[6]</sup>.

**"Veteran of the Vietnam era"** - a veteran of the U.S. military, ground, naval, or air service, any part of whose service was during the period August 5, 1964 through May 7, 1975, who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge, or was discharged or released from active duty because of a service-connected disability. "Vietnam era veteran" also includes any veteran of the U.S. military, ground, naval, or air service who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.

*[\*\*Editors note: According to 41 CFR 60-741.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:*

*(1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.*

*According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis:*

*1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for special disabled veterans. ]*