Vocational Coaching and Development Institute, Inc.

1125 I. Street, Modesto, CA 95354

(209) 342-6707

***Application for Employment***

Vocational Coaching and Development Institute, Inc. is an equal opportunity employer.

***Personal Information***

| Name:  *Last* | *First* | | *Middle* | |
| --- | --- | --- | --- | --- |
| Present Address:  *Street* | *City* | | *State* | *Zip* |
| Mailing Address: *(If different from above)*  *Street* | *City* | | *State* | *Zip* |
| Home Telephone Number: | | *Cell Phone Number:* | | |

***Referral Source*** *(i.e.: Current Employee, Newspaper, Cal Jobs, Friend, Internet) Please specifically indicate source.*

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***Have you ever been employed by Vocational Coaching and Development Institute?***

□ Yes □ No *(If yes complete below)*

| Location: | Dates:  *From* | *To* |
| --- | --- | --- |

***Employment Desired***

| Position: | | Date you can start: | |
| --- | --- | --- | --- |
| Are you employed now?  □ Yes □ No | If so, may we contact your current employer to obtain a reference?  □ Yes □ No | | |
| Do you have the legal right to work in the U.S.? □ Yes □ No  *(Proof of identity and legal authority to work in the U.S. is a condition of employment.)* | | | Are you at least age 18? □ Yes □ No  *(Proof of age and work permits may be required prior to hire.)* |

***Education***

| Do you have a high school diploma or equivalent? □ Yes □ No |
| --- |
| Name and location of High School: |

***College / University Education?***

| Name: | Location: |
| --- | --- |
| Units or Degree Completed: | |
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***Employment / Work Experience***

List all paid, unpaid or volunteer work you have had within the last five years. List the most recent experience first. If additional space is needed, attach a separate page.

| Employer: | Supervisor: | Dates:  *From: To:* |
| --- | --- | --- |
| Address: | | Phone:( ) |
| Position: | |  |
| Describe your duties: | | |
|  | | |
| Reason for leaving: | | |
|  | | |

| Employer: | Supervisor: | Dates:  *From: To:* |
| --- | --- | --- |
| Address: | | Phone:( ) |
| Position: | |  |
| Describe your duties: | | |
|  | | |
| Reason for leaving: | | |
|  | | |

| Employer: | Supervisor: | Dates:  *From: To:* |
| --- | --- | --- |
| Address: | | Phone:( ) |
| Position: | |  |
| Describe your duties: | | |
|  | | |
| Reason for leaving: | | |
|  | | |

***Please explain all periods of non-working status during the last five years:***

| *Dates:* |  | *Reason:* |
| --- | --- | --- |
| *From:* | *To:* |  |
| *From:* | *To:* |  |

***References***

List at least three persons other than previous employers or relatives who can provide professional and/or character references.

| Name: | Relationship: |
| --- | --- |
| Address: | Phone: |

| Name: | Relationship: |
| --- | --- |
| Address: | Phone: |

| Name: | Relationship: |
| --- | --- |
| Address: | Phone: |

***Other Information:***

1. Do you have any relatives that are currently employed by Vocational Coaching and Development Institute, Inc.? □ Yes □ No *(If yes complete below)*

| Name: | Location: |
| --- | --- |
| Name: | Location: |

1. Do you possess a valid California Driver’s License? □ Yes □ No

*Please note employees are expected to have a safe and reliable vehicle with current registration and valid insurance available for use to perform some job related responsibilities. All employees will be enrolled in the CA DMV Pull program. (\_\_\_\_\_\_\_\_\_\_) Please initial acknowledgment.*

| License #: | Expiration Date: |
| --- | --- |

1. Do you have automobile liability insurance, the minimum required by CA State law? □ Yes □ No
2. Please check the applicable statement:

□ If required by the Job, I have an objection to travel (within a 50 mile radius).

□ If required by the job, I do not have any objection to travel (within a 50 mile radius).

1. Have you ever been convicted of a crime, excluding any juvenile offense, which has not been expunged, sealed, pardoned, annulled, statutorily eradicated, or dismissed upon condition of probation? You should answer “No Record” with respect to any conviction for a marijuana-related misdemeanor or offense if the conviction occurred more than two years prior to the date this application is completed. In addition, do not provide any information regarding a referral to, and participation in, any pre-trial or post-trial diversion program.

□ Yes □ No Record *(If yes explain below)*

*A criminal conviction will not necessarily be a bar to employment.*

*To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation.*

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I hereby certify that the information contained in this application form is true and correct to the best of my knowledge. I certify that I have not knowingly withheld any information that might adversely affect my chances for employment. I hereby authorize Vocational Coaching and Development Institute, Inc. to make a thorough investigation of my entire work record and personal history and verify all data given in my application for employment, references, related papers, or oral interviews unless I have indicated to the contrary. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company, as well as, from the use or disclosure of such information by the Company or any of its agents, employees, or representatives.

I authorize Vocational Coaching and Development Institute, Inc. to verify all data required for employment during the course of my employment unless I have indicated to the contrary. I understand that any misrepresentation, falsification, or material omission of fact on this application may result in my failure to receive an offer or, if employed, in termination from employment.

In consideration of my employment, I agree to conform to the rules and standards of the Company, as amended from time to time in the Company’s sole discretion.

I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Company.

I understand that this is an application for employment and that no employment contract is being offered. I further understand that if granted an interview, information shared during such interview is not intended to create an employment contract. Furthermore, I understand that if employed by the company, I understand and agree that my employment is not indefinite, nor for any determinable period of time and may be terminated at any time, with or without prior notice.

I also understand that all offers of employment are conditioned on the receipt of satisfactory responses to reference requests, the provision of satisfactory proof of an applicant’s identity and legal authority to work in the U.S., and meeting the California Community Care and Licensing personnel standards.

|  |  |  |
| --- | --- | --- |
| *Applicant’s Signature* |  | *Date* |

## Applicant Consent Form to Investigate and Disclose Data

I, , hereby allow Vocational Coaching and Development Institute, Inc. the right to contact and investigate my former and current employers, any possible criminal records, and all other pertinent parties, including, but not limited to educational institutions where I enrolled, to fully investigate my background. I, hereby authorize Vocational Coaching and Development Institute, Inc. and the Background Check Company, to perform a pre-employment background screening check (including future screenings for retention, reassignment or promotion if applicable unless revoked in writing). I understand and agree to the following.

I understand that as part of the interview process, since I am applying for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_. Vocational Coaching and Development Institute, Inc. requires all applicants to disclose pertinent data concerning previous work history, police and military records, and educational activities.

The purpose and procedures used in this investigation have been fully described to me and I completely understand the reasons and potential uses of such investigations. I authorize Vocational Coaching and Development Institute, Inc. to use any and all information acquired to make decisions regarding my employment, which may be disclosed to third parties.

I understand and agree that if any material facts are discovered which differ from those facts stated by me on my employment application, at my interview, or at any time prior to my commencing employment at Vocational Coaching and Development Institute, Inc. (if I am offered a position with Vocational Coaching and Development Institute, Inc. I will not be offered the job and that it will be immediate grounds for rejection of my application. Furthermore, I understand and agree that if material facts are later discovered which are inconsistent with or differ from facts I furnished before taking the job, I will be disciplined, including immediate discharge without warning.

Vocational Coaching and Development Institute, Inc. will pay the cost of this investigation. Nonetheless, I hereby indemnify, release and forever discharge and hold Vocational Coaching and Development Institute, Inc. and its subsidiaries and affiliated companies, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgments and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto.

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| --- | --- | --- |
| *Applicant’s Signature* |  | *Date* |
|  |  |  |
| *Printed Name of Applicant* |  | *Other Names Used (Aka’s)* |