



# PARADISE VILLAGE

2700 E. 4<sup>th</sup> Street  
National City, CA 91950  
619-475-5040

## APPLICATION FOR EMPLOYMENT An Equal Opportunity Employer

We hire and promote without regard to race, color, sex, national origin, religion, marital status, age, sexual orientation, current military status, or disability.

Please inform receptionist if assistance is required to fill out or read the application. Each section and question must be fully and accurately answered. No action will be taken on an incomplete application. Please print, except for signature at the end of application.

### Personal Data

\_\_\_\_\_  
Name (First, Middle, Last)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Address ( Street No. or P.O.Box Number)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number

Are you at least 18 years of age? Yes  No

Date available for employment:\_\_\_\_\_

### Job Interest

Position applying for:\_\_\_\_\_

Referred by:\_\_\_\_\_

Shift Preference:  Days  Evenings  Weekends  Nights  Part Time  Full Time

Expected Salary:\_\_\_\_\_ Have you ever worked for our company?  Yes  No If Yes, Date: \_\_\_\_\_

Type of Work:\_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No Charges:\_\_\_\_\_

(The existence of convictions dose not constitute an automatic bar to employment)

Person to notify in case of emergency: \_\_\_\_\_ Telephone:\_\_\_\_\_

Are you lawfully authorized to work in the U.S. ?  Yes  No  
( Federal law requires proof of identity and employment authorization for all new employees)

Referred by:  Employee  Advertisement  Friend  
If Employee, Who?\_\_\_\_\_

## EDUCATION and TRAINING

Circle the highest level of education completed: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18+

Level	Name and Location	Course of Study	Years Completed	Diploma/Degree
Graduate, Business, Trade or Other		Major	1 2 3 4	
College		Major	1 2 3 4	
High School			1 2 3 4	

State any other job related education or training that may be of significance:

Licenses & Certificates	Registration Number & State	Date of Expiration

## WORK EXPERIENCE

Give employment record as completely as possible, starting with your present or last employer back for the past 4 employers.

May we contact your current employer?  Yes  No

Name and Address of Employer	Job Title & Brief Description of Duties	Pay Rate	Reason for Leaving
<b>Employer</b> Phone # Address City State Zip Supervisor Name Date Employment Mo/Yr to Mo/Yr			
<b>Employer</b> Phone # Address City State Zip Supervisor Name Date Employment Mo/Yr to Mo/Yr			
<b>Employer</b> Phone # Address City State Zip Supervisor Name Date Employment Mo/Yr to Mo/Yr			
<b>Employer</b> Phone # Address City State Zip Supervisor Name Date Employment Mo/Yr to Mo/Yr			



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## REFERENCES

Each applicant must provide the following information to be considered for employment.

The names of four reference sources. Include current employer if employed, or last employer if not currently employed. References who have known you for at least four years and/or are substantially familiar with your work history are preferred.

<i>Name of Reference</i>	<i>Relationship to Reference</i>	<i>Position</i>	<i>Complete Mailing Address</i>	<i>Phone Number</i>	
				<i>Work</i>	<i>Home</i>
1.					
2.					
3.					
4.					

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
DATE



## **SOCIAL SECURITY NUMBER VERIFICATION**

Generations verifies the Social Security numbers of all *hired* individuals for payroll purposes. Once an applicant is hired and has completed the hiring paperwork, the Social Security number that was given to us by the applicant will be checked for accuracy. This check will be done through the Social Security Administration Employer Verification Service. If there is a discrepancy found, you will be asked for correction.

If you have any questions or need further explanation, please contact Human Resources.

## **CRIMINAL HISTORY REQUEST FORM**

All applicants must fill out a Criminal History Request Form when applying for any and all positions within our Company. Paradise Village updates this form as the law requires. The form must be COMPLETE, LEGIBLE, and ACCURATE to the best of your knowledge. The form will be processed by the State of California and must be in process before an employee can begin working. If you begin your employment before the form is returned and approved, that employment is considered probationary in status, pending the outcome of your criminal history request. If there is any falsification or omission of relevant information, you risk the chance of not being able to continue your employment at Paradise Village. If you have any questions concerning this matter, please contact Human Resources.