



# Application for Employment

(Pre-employment questionnaire) (An equal opportunity employer)

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Permanent Address \_\_\_\_\_  
If different from above Street City State Zip

Best time to reach me \_\_\_\_\_

## GENERAL

Position \_\_\_\_\_ Date you can start \_\_\_\_\_

Times available: M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_

Th \_\_\_\_\_ F \_\_\_\_\_ S \_\_\_\_\_ S \_\_\_\_\_

Specify any hours or days you cannot or will not work:

Upon request can you provide proof that you are authorized to work in the United States?  Yes  No

Are you over 18 years of age?  Yes  No

(If under 18, hire is subject to verification that you are of minimum legal age.)

Have you ever worked for us?  Yes  No

If so, when and where

Have you ever applied for work with us before?  Yes  No

If so, when and where

How were you referred to us?

List any friends, acquaintances, and relatives working at La Petite Baleen and their relationship to you

## EDUCATION

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High School or GED \_\_\_\_\_ Graduated:  Yes  No

Type of degree/diploma/certificate

Post-Secondary School: \_\_\_\_\_  Yes  No  
College or University \_\_\_\_\_ Dates \_\_\_\_\_ Graduated: \_\_\_\_\_

Type of degree/diploma/certificate

Major/Subjects studied

Other

## EMPLOYMENT HISTORY

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Start with your most recent position, use additional sheets if necessary. Do not omit any employers.

Employer \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ (For all dates, include month and year)

Starting Position \_\_\_\_\_ Salary \_\_\_\_\_ hr./mo.

Ending Position \_\_\_\_\_ Salary \_\_\_\_\_ hr./mo.

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

Job title \_\_\_\_\_ Supervisor \_\_\_\_\_

Brief description of your responsibilities

Reason for leaving

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Employer \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ (For all dates, include month and year)

Starting Position \_\_\_\_\_ Salary \_\_\_\_\_ hr./mo.

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Which of these jobs did you like best?

[Empty text box]

What did you like most about this job?

[Empty text box]

**OTHER RELEVANT BACKGROUND**

Specify any special training relevant to the job applied for:

[Empty text box]

Specify any special skills relevant to the job applied for:

[Empty text box]

**ESSENTIAL REQUIREMENTS OF THE POSITION**

The essential requirements of the job for which you are applying are specified on the attached job description.

Can you perform the listed essential requirements with or without reasonable accommodation?  Yes  No

(Note: We comply with the ADA and state law and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

If driving is an essential function of the job you are applying for, please fully describe your driving records for the past seven years:

[Empty text box]

(Note: Background checks including DMV records may be required at any point during the application and hiring process.)

**WORK / VOLUNTEER REFERENCES**

Give the names of three persons not related to you whom you have known at least one year and who can give information about your work qualifications.

1. Name \_\_\_\_\_ Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Years known \_\_\_\_\_

How known \_\_\_\_\_

1. Name \_\_\_\_\_ Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Years known \_\_\_\_\_

How known \_\_\_\_\_

1. Name \_\_\_\_\_ Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Years known \_\_\_\_\_

How known \_\_\_\_\_

## WORK EXPERIENCE WITH CHILDREN

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(Only applicants for school positions)

Write a summary of your work experience with children. Include any experiences that you had had with children: babysitting, volunteering, jobs., etc.

## OTHER

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Besides the crime of possession of less than an ounce of Marijuana for personal use more than two years ago, have you ever plead guilty to, no contest to, or been convicted of any crime? (Misdemeanor automobile moving violations are included within this question.)

Yes  No

Describe nature of the crime(s), when and where convicted and disposition of the case

(A conviction will not necessarily disqualify an applicant for the job applied for. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered. You may exclude any conviction where the record was judicially ordered sealed, expunged or statutorily eradicated; any matter which has been judicially dismissed under the Penal Code; and any information concerning a referral to, or participation in, any pretrial or post trial diversion program.)

Have you ever committed a crime?

Yes  No

Describe

Are you currently under arrest pending trial?

Yes  No

If yes, describe how it will affect your availability for work, if at all:

Have you ever stolen property or money from a former employer?

Yes  No

Describe

Have you ever damaged a former employer's property?

Yes  No

Describe

Do you carry a weapon on your person?

Yes  No

If yes, do you have a permit to carry the weapon?

Yes  No

**PLEASE TELL US ABOUT YOURSELF**

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A large, empty rectangular box intended for the respondent to provide their personal information.

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**PLEASE CAREFULLY READ THE FOLLOWING STATEMENT BEFORE SIGNING**

I hereby certify that all information contained in this application is true and correct to the best of my knowledge. I further certify that I have not knowingly withheld any information that may adversely affect my chances for employment. I understand that any error or omission of information may result in denial of employment or termination at any time. I authorize all my current and former employers and their employees, past or present, to give The Little Whale Swim School ("the Company") any and all information concerning my employment history and any pertinent information they may have, personal or otherwise. I also authorize that all my former schools may give the Company any or all information concerning my education. I also authorize all the references that I have provided to give any information to the Company that they consider relevant. I waive all privacy interests in such information.

I understand that the Company also may require background screening conducted by a background check provider at any time during the application and hiring process. The Company will provide a separate authorization in such event.

I further release all the sources referenced above (and all their employees, officers, directors and agents) and the Company (and its employees, officers, directors and agents) of all claims and liability for any damages resulting from their furnishing any information, whether I agree or disagree with the content of the disclosed information. Thus, I understand that if any one of the above sources discloses information which I believe to be erroneous, I cannot bring any legal action against that source or the Company regarding the disclosure of the information. In this regard, I waive any and all benefits associated with California Civil Code Section 1542, which provides:

"General Release/Claims Extinguished. To the fullest extent permitted by law, a general release does not extend to claims which the creditor does not know or suspect to exist in his/her favor at the time of executing the release, which if known by him/her must have materially affected his settlement with the debtor."

If employed, I understand that my employment can be terminated with or without cause, at any time, and for any reason, or no reason, at the option of either the Company or myself. I understand that no one, other than an officer of the Company has any authority to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the foregoing. Any agreement entered into by an officer can only be made in writing signed by him/her and the employee.

I understand that the issuance of this Application does not indicate that there are any positions open.

Date \_\_\_\_\_ Name \_\_\_\_\_

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We comply with the requirements of the Americans with Disabilities Act and state law. If you feel that you require a reasonable accommodation at any step of the interview/application process please notify us within a reasonable time. We may request that you support your request with medical documentation.

It is our policy and intent to provide equal opportunity to all persons without regard to race, color, religion, political affiliation, sex/gender (including gender identity, pregnancy, childbirth and related medical conditions) marital status, registered domestic partner status, sexual orientation, age (over 40), ancestry, national origin, military and veteran status, disability, medical condition, or genetic characteristics as defined in state and federal laws. This policy covers all facets of employment including, but not limited to: recruitment, selection, placement, promotions, transfers, demotions, terminations, training, compensation and all aspects of employment. ◆

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Employer \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

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

Job title \_\_\_\_\_ Supervisor \_\_\_\_\_

Brief description of your responsibilities

Reason for leaving

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Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ **(For all dates, include month and year)**

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