

**PERSONAL INFORMATION:**

Full Name/Nombre: \_\_\_\_\_ Date: \_\_\_\_\_  
Last/Apeellido First/Nombre M./Segundo Nombre.

Address/Domicilio: \_\_\_\_\_  
Street Address/Domicilio Apartment/Departamento #

City/Ciudad \_\_\_\_\_ State/Estado \_\_\_\_\_ ZIP Code/Codigo Postal \_\_\_\_\_

Phone/Telefono: ( ) \_\_\_\_\_ E-mail/Correo electronico: \_\_\_\_\_

Date Available/Fecha disponible: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for/Puesto para el cual esta aplicando: \_\_\_\_\_

Have you ever been convicted of a felony/Alguna vez ha sido condenado por cometer un delito? Yes ( ) No ( ) Si su respuesta es si, explique el motivo: \_\_\_\_\_

If under 18 years of age, can you provide a work permit, if hired? Yes ( ) No ( )

Si es menor de 18 años, tiene permiso para trabajar en caso de ser contratado

Have you ever been convicted of a crime other than a traffic violation? Yes ( ) No ( )

Alguna vez ha sido condenado por un crimen o delito que no sea incidente de trafico?

If "YES", please explain: (Note: Conviction is not an automatic bar to employment. Each case will be considered on its own merits). Si "SI" por favor explique los motivos.

Specialized technical training/skills (i.e. equipment operation, machines used, etc.) including bilingual ability (If relevant to the position for which you are applying)/ Formacion/Habilidades tecnicas especializadas (es decir, operacion y uso del equipo, etc.), incluyendo habilidad bilingue (si es relevante para la posicion que se esta aplicando):

**AVAILABILITY/DISPONIBILIDAD:**

Days/Hours Available-Dias y horario disponibles:

Monday/Lunes \_\_\_\_\_ Tuesday/Martes \_\_\_\_\_ Wednesday/Miercoles \_\_\_\_\_ Thursday/Jueves \_\_\_\_\_

Friday/Viernes \_\_\_\_\_ Saturday/Sabado \_\_\_\_\_ Sunday/Domingo \_\_\_\_\_

Hours Available/Horario disponible: from/de \_\_\_\_\_ to/a \_\_\_\_\_ What date are you available to start work/En que fecha puede empezar a trabajar?

**EDUCATION/EDUCACION:**

High School/Escuela Secundaria: \_\_\_\_\_ Address/Direccion: \_\_\_\_\_

From/De: \_\_\_\_\_ To/a: \_\_\_\_\_ Did you graduate/Se graduo? Yes/Si ( ) No ( ) Degree/Grado de estudios: \_\_\_\_\_

College: \_\_\_\_\_ Address/Direccion: \_\_\_\_\_

From/De: \_\_\_\_\_ To/a: \_\_\_\_\_ Did you graduate/Se graduo? Yes/Si ( ) No ( ) Degree/Grado de estudios: \_\_\_\_\_

Other/Otra: \_\_\_\_\_ Address/Direccion: \_\_\_\_\_

From/De: \_\_\_\_\_ To/a: \_\_\_\_\_ Did you graduate/Se graduo? Yes/Si ( ) No ( ) Degree/Grado de estudios: \_\_\_\_\_

**REFERENCES/REFERENCIAS:**

Please list three professional references/Por favor enlista tres referencias profesionales:

# EMPLOYMENT APPLICATION APLICACION DE EMPLEADO

Full Name/Name: \_\_\_\_\_ Relationship/Relacion: \_\_\_\_\_

Company/Empresa: \_\_\_\_\_ Phone/Telefono: ( ) \_\_\_\_\_

Full Name/Nombre: \_\_\_\_\_ Relationship/Relacion: \_\_\_\_\_

Company/Empresa: \_\_\_\_\_ Phone/Telefono: ( ) \_\_\_\_\_

Full Name/Name: \_\_\_\_\_ Relationship/Relacion: \_\_\_\_\_

Company/Empresa: \_\_\_\_\_ Phone/Telefono: ( ) \_\_\_\_\_

## PREVIOUS EMPLOYMENT/TRABAJO ANTERIOR

Company/Empresa: \_\_\_\_\_ Phone/Telefono: ( ) \_\_\_\_\_

Address/Direccion: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title/Puesto: \_\_\_\_\_ Starting Salary/Salario inicial: \$ \_\_\_\_\_

Ending Salary/Salario final: \$ \_\_\_\_\_

Responsibilities/responsabilidades: \_\_\_\_\_

From/De: \_\_\_\_\_ To/a: \_\_\_\_\_ Reason for Leaving/Motivo por dejar empleo: \_\_\_\_\_

May we contact your previous supervisor for a reference/ Podemos contactar a su supervisor anterior para pedir referencias? Yes/Si ( ) No ( )

Company/Empresa: \_\_\_\_\_ Phone/Telefono: ( ) \_\_\_\_\_

Address/Direccion : \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title/Puesto: \_\_\_\_\_ Starting Salary/Salario inicial: \$ \_\_\_\_\_

Ending Salary/Salario final: \$ \_\_\_\_\_

Responsibilities/Responsabilidades: \_\_\_\_\_

From/De: \_\_\_\_\_ To/a: \_\_\_\_\_ Reason for Leaving/Motivo por dejar empleo: \_\_\_\_\_

May we contact your previous supervisor for a reference/ Podemos contactar a su supervisor anterior para pedir referencias? Yes/Si ( ) No ( )

Company/Empresa: \_\_\_\_\_ Phone/Telefono: ( ) \_\_\_\_\_

Address/Direccion : \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title/Puesto: \_\_\_\_\_ Starting Salary/Salario inicial: \$ \_\_\_\_\_

Ending Salary/Salario final: \$ \_\_\_\_\_

Responsibilities/Responsabilidades: \_\_\_\_\_

From/De: \_\_\_\_\_ To/a: \_\_\_\_\_ Reason for Leaving/Motivo por dejar empleo: \_\_\_\_\_

May we contact your previous supervisor for a reference/ Podemos contactar a su supervisor anterior para pedir referencias? Yes/Si ( ) No ( )

## DISCLAIMER AND SIGNATURE

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application*

# EMPLOYMENT APPLICATION APLICACION DE EMPLEADO

*or interview may result in my release. I agree to have any of these statements checked by the Company unless I have indicated to the contrary. Furthermore, I understand that falsification or omission of any*

*material information on this application, or presenting misleading information on this application or failure to pass the physical examination if required, If I receive a job offer, may be considered sufficient cause for immediate termination. I agree that if employed, I will abide by all policies and procedures established by the employer.*

*I hereby acknowledge that my employment is "at will" that I may resign at any time and the Company may terminate my employment at any time, with or without cause and with or without notice. That any assurances of continued employment, oral or by conduct, shall not be interpreted as changing the nature*

*of the employment relationship unless specifically acknowledged in writing by the president of the employer and that I am not employed by any written express or implied contract.*

Signature \_\_\_\_\_ Date \_\_\_\_\_