



**CALIFORNIA HUMAN DEVELOPMENT**  
**APPLICATION FOR EMPLOYMENT**  
An Equal Opportunity & Affirmative Action Employer

CHD is committed to the implementation of Equal Employment Opportunity and the Americans with Disabilities Act in our recruitment, selection, and placement of all personnel. Auxiliary aids and services are available from CHD upon request for individuals with disabilities. CHD is an at will employer.

Position(s) Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name		First Name		Middle Initial	
Address	Number	Street	City	State	Zip Code
Telephone number (s)					
Email address					

Are you available to work: \_\_\_\_\_ Date available to work: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Time  Desired Salary Range: \_\_\_\_\_

Part Time  (Please indicate mornings-afternoons-evenings) \_\_\_\_\_

Temporary  (Please indicate mornings-afternoons-evenings) \_\_\_\_\_

Regular

Have you ever worked for CHD? Yes  No  If yes, Date: From/To \_\_\_\_\_

Program/Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Are you able to travel if a job requires it?  
Yes  No

If offered employment, are you able to provide proof of authorization to work in the United States?  
Yes  No

## EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write

	Fluent	Good	Fair
Speak			
Read			
Write			

## EMPLOYMENT HISTORY

Provide the following information of your past three (3) employers, assignments or other volunteer activities, starting with the most recent.

From	To	Employer	Telephone # ( )
Starting Job Title/Finishing Job Title		Address	
Immediate Supervisor and Title		Summarize the Nature of Work Performed and Job Responsibilities	
May We Contact For Reference			

Reason For Leaving	
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From	To	Employer	Telephone # ( )
Starting Job Title/Finishing Job Title		Address	
Immediate Supervisor and Title		Summarize the Nature of Work Performed and Job Responsibilities	
May We Contact For Reference			
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From	To	Employer	Telephone # ( )
Starting Job Title/Finishing Job Title		Address	
Immediate Supervisor and Title		Summarize the Nature of Work Performed and Job Responsibilities	
May We Contact For Reference			
Reason For Leaving			

**Professional References:**

- \_\_\_\_\_

(Name) Capacity known or Relationship (Phone)

\_\_\_\_\_

(Address) (City) (State) (Zip)
- \_\_\_\_\_

(Name) Capacity known or Relationship (Phone)

\_\_\_\_\_

(Address) (City) (State) (Zip)

3. \_\_\_\_\_  
(Name) Capacity known or Relationship (Phone)  
\_\_\_\_\_  
(Address) (City) (State) (Zip)

### APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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 the Employer may discharge Employee at any time without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such a change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

#### Notices:

1. If you are offered a position with CHD, you will be required to provide documentation that establishes your eligibility to be employed in the United States (INS Form I-9).
2. Various positions with the corporation (in some programs) require a current physical exam, tuberculosis testing, fingerprint and child abuse clearance, and random drug testing, and/or background checks.
3. California Human Development is an "at will" employer.

CHD is an  
Equal Opportunity Employer

## California Human Development

### AFFIRMATIVE ACTION FORM

(Confidential for statistical use only)

We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by federal, state, or local law. Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Position applied for: \_\_\_\_\_

Date \_\_\_\_\_

Sex: \_\_\_\_\_ Female \_\_\_\_\_ Male

Race/ Ethnicity:

\_\_\_\_\_ Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

\_\_\_\_\_ White (not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

\_\_\_\_\_ Black or African American (not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ American Indian or Alaskan Native (not Hispanic or Latino) – A person having origins in any of the original peoples of North and south American (including Central America), and who maintain tribal affiliation or community attachment.

\_\_\_\_\_ Two or More Races (not Hispanic or Latino) – All persons who identify with more than one of the above five races.

\_\_\_\_\_ I do not wish to self identify.

Please identify where you learned about an employment opportunity with this organization.

\_\_\_\_ Newspaper ad

\_\_\_\_ Employee Referral

\_\_\_ Recruiter

\_\_\_ Craigslist

\_\_\_ CalJobs

\_\_\_ Other \_\_\_\_\_