



# REDCOM EMPLOYMENT APPLICATION

## INSTRUCTIONS

1. COMPLETE ALL SECTIONS OF FORM
2. PRINT OR TYPE
3. ATTACH ADDITIONAL INFORMATION
4. RETURN TO:  
Email: [Apply@muchmorethanconsulting.org](mailto:Apply@muchmorethanconsulting.org)

PLEASE PRINT OR TYPE THE EXACT TITLE OF POSITION YOU ARE APPLYING FOR:			
1. Name - Last	First	Middle	
2. Address - Street		City	State Zip Code
3. Home Phone		E-mail Address	
Cell		4. Last 4 Digits of Social Security Number	
Emergency			
6. Do you possess a California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		5. OFFICE SKILLS	
Driver's License No. Expires		Do you know how to use a computer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Class A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>		How many words do you type per minute?	
		<b>YES</b>	<b>NO</b>
7. Can you, after an offer of employment, submit verification of your legal right to work in the United States?		<input type="checkbox"/>	<input type="checkbox"/>
8. Please answer only if the job announcement for the position which you are applying requires citizenship or minimum age. U.S. Citizen?		<input type="checkbox"/>	<input type="checkbox"/>
9. <b>IF YOU ANSWER "YES" TO ANY QUESTION BELOW, PLEASE PROVIDE ADDITIONAL INFORMATION IN NUMBER 10.</b>			
A. Were you ever discharged, released during probation, or have you resigned under pressure or unfavorable circumstances from any employment?		<input type="checkbox"/>	<input type="checkbox"/>
B. Are you now, or have you been employed by REDCOM?		<input type="checkbox"/>	<input type="checkbox"/>
C. Are you related by blood or marriage to any person presently employed by REDCOM? If yes, list name and relationship below.		<input type="checkbox"/>	<input type="checkbox"/>
10. Use this space or an attachment for details regarding any "YES" answers to A, B, C, or for other supplementary information.			
11. Are you willing to work?		<b>YES</b>	<b>NO</b>
A. Permanent, Part-time (less than 40hrs/week)		<input type="checkbox"/>	<input type="checkbox"/>
B. Temporary, Extra Help (as needed only)		<input type="checkbox"/>	<input type="checkbox"/>
C. Evenings and Nights		<input type="checkbox"/>	<input type="checkbox"/>
D. Saturdays and Sundays		<input type="checkbox"/>	<input type="checkbox"/>
<b>PERSONNEL DEPARTMENT USE ONLY</b>			
		<b>APPLICATION ACCEPTED:</b>	<b>APPLICATION FAILED REVIEW:</b>
		YES NO	EDUCATION
		RECEIVED AFTER DEADLINE:	EXPERIENCE
		YES NO	LICENSE(S)
		APPLICATION REJECTED:	CERTIFICATE(S)
		YES NO	INSUFFICIENT INFORMATION
<b>COMMENTS</b>			
<b>DATE STAMP</b>			

12. CERTIFICATE OF APPLICATION (Read carefully before signing.)

I hereby certify that all statements made in this application are true to the best of my knowledge, and I agree and understand that any misstatement of material facts herein may cause forfeiture on my part of all rights to any employment in the service of REDCOM.

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

**COMPLETE NEXT PAGE**

## EDUCATION AND EXPERIENCE

PLEASE READ THE QUALIFICATION SECTION OF THE JOB ANNOUNCEMENT BEFORE COMPLETING THIS SIDE

13. Education	Are you a High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, indicate highest grade completed. Did you pass a High School Equivalency Test or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
---------------	---

NAMES & LOCATIONS SCHOOLS/COLLEGES/UNIVERSITIES/OTHER	STUDY OR MAJOR	SEMESTER UNITS	QUARTER UNITS	DEGREE RECEIVED

List valid certificates of professional or vocational competence, licenses and/or memberships in professional associations. Include effective and expiration dates.	14. In addition to English, I can fluently: <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
---	--

15. Experience: List your most **relevant** experience including military service you feel qualifies you for the job for which you are applying. List any volunteer experience which you believe helps you meet the requirements of the classification for which you are applying, showing actual time (number of hours per week) spent in such experience with "VOLUNTEER" written in the space following salary. Provide details of the duties relevant to the position for which you are applying. Attach sheets if additional space is needed. **RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION.**

PERIOD OF EMPLOYMENT	JOB TITLE & MOST IMPORTANT JOB DUTIES	16. May we contact present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
FROM: Mo      Yr TO: Mo      Yr TOTAL: Yr(s)      Mo(s) HOURS WORKED PER WEEK:	Job title: Duties:	Name, address, and phone no. of employer:  Immediate supervisor: Reason for leaving:
FROM: Mo      Yr TO: Mo      Yr TOTAL: Yr(s)      Mo(s) HOURS WORKED PER WEEK:	Job title: Duties:	Name, address, and phone no. of employer:  Immediate supervisor: Reason for leaving:
FROM: Mo      Yr TO: Mo      Yr TOTAL: Yr(s)      Mo(s) HOURS WORKED PER WEEK:	Job title: Duties:	Name, address, and phone no. of employer:  Immediate supervisor: Reason for leaving:
FROM: Mo      Yr TO: Mo      Yr TOTAL: Yr(s)      Mo(s) HOURS WORKED PER WEEK:	Job title: Duties:	Name, address, and phone no. of employer:  Immediate supervisor: Reason for leaving:
FROM: Mo      Yr TO: Mo      Yr TOTAL: Yr(s)      Mo(s) HOURS WORKED PER WEEK:	Job title: Duties:	Name, address, and phone no. of employer:  Immediate supervisor: Reason for leaving:

**RECRUITMENT QUESTIONNAIRE**

PLEASE INDICATE HOW YOU BECAME AWARE OF THIS JOB OPPORTUNITY

**WORD OF MOUTH**

- A  City Employee      B  Professional Colleague  
C  Other (Specify) \_\_\_\_\_

**BULLETIN BOARD**

- I  My City HR Dept    J  My City Dept.    K  Community College  
L  Other (Specify) \_\_\_\_\_

**ADVERTISEMENT**

- D  Newspaper      E  On-Line Advertisement  
F  Jobs Available    G  Trade, Professional Journal or Newsletter  
H  City Website



**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

We need to ask you your racial or ethnic group and sex in order to evaluate the effectiveness of our recruitment efforts. This information is **VOLUNTARY**, and if you object to filling it out, you need not do so. This tear off sheet will be removed from the application form before your application is reviewed. **Please check the ethnic group you most closely identify with:**

- CAUCASIAN                       HISPANIC                       ASIAN/PACIFIC ISLANDER  
 AFRICAN AMERICAN             AMERICAN INDIAN/ALASKAN NATIVE             OTHER \_\_\_\_\_

Please check one:  MALE                       FEMALE                      DISABLED     YES     NO

Title of the position applying for: \_\_\_\_\_

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