



Center for Employment Training

701 Vine Street, San Jose, CA 95110 (408) 287-7924 Fax (408) 294-7849

Application for Employment

PLEASE COMPLETE THE ENTIRE APPLICATION AND SUBMIT WITH YOUR RESUME. (PLEASE PRINT). TODAY'S DATE: _____

Last Name: _____ First: _____ M.I: _____

Present Address: _____

Permanent Address: _____

Phone Number: _____ Cell Phone: _____

Referred By: _____ Email Address: _____

Members of the Board of Directors and their relatives are not eligible for paid employment at CET. Relatives of CET employees may not be employed at CET. The term relatives include: wife, husband, son, daughter, mother, father, brother, aunt, uncle, niece, first cousins, stepparent and stepchild. If you are related to anyone employed at CET give their name and department:

Employment Desired:

Position: _____ Salary Expected: _____ Date you can start: _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Have you ever applied to CET before? _____ Where? _____ When? _____

May we contact the employers listed on this application for the purpose of conducting a reference check of your employment?

Current employer? Yes No Previous employer? Yes No

Military:

Branch: _____ Rank at Separation: _____ Dates of Service: _____ Months: _____ Vietnam era Veteran? _____

Current status with Selective Service, Reserves or National Guard: _____

Check Yes or No to each of the following questions. Explain when necessary.

- | Yes | No | |
|-----------------------------|--------------------------|--|
| 1. <input type="checkbox"/> | <input type="checkbox"/> | Are you over 18 years of age? (If no, a work permit or proof of emancipation will be required.) |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | Do you have a valid driver's license? (A current motor vehicle report if driving is necessary for the position for which you are applying. Commercial drivers will be required to submit other related documents.) |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | Can you provide proof after you are hired that you can legally work in the United States? (If hired, you will be required to submit proof of the legal right to work in the United States.) |
| 4. <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of a criminal offense (felony or misdemeanor)? (Convictions for marijuana-related offenses that are more than two years do not need to be listed.) A conviction will not necessarily be a bar to employment - all factors involved will be considered. If yes, when, where and disposition of case: _____ |
| 5. <input type="checkbox"/> | <input type="checkbox"/> | Can you, with or without accommodation, perform all of the essential functions of the job for which you are applying? |

Education

	Name and Location of School	# of Years Attended	Degree Awarded	Subjects of Study/Major
High School				
College or University				
College or University				
Vocational/Trade/Technical or Correspondence School				
Subjects of Special Study or Research: _____ Credentials Held: _____				
Indicate your fluency with foreign languages: SPEAK: _____ READ: _____ WRITE: _____				

Employment Experience:

Starting with your most recent experience, list all jobs for the last 10 years and explain any time periods in which you were unemployed. List each position separately. If you have relevant experience and it is more than 10 years old, be sure to document this experience also. List all paid, volunteer, part-time, and internship experience. If additional space is needed, make a copy of this Employment Experience Section, include pages with the application. **A resume will not substitute for the information required in this section.**

Date Month and Year	Name and Address of Employer	Supervisor's Name and Phone Number	Position and Pay Rate	Reason For Leaving
From		Name	Position	
To		Phone	Pay Rate	
From		Name	Position	
To		Phone	Pay Rate	
From		Name	Position	
To		Phone	Pay Rate	
From		Name	Position	
To		Phone	Pay Rate	

References: Give the names of three people who are not relatives, who do not live at the same address you do, and who have known you for at least one year.

Name	Address	Occupation	Years Acquainted	Phone Number

Employment at CET is employment at-will, which means that employment may be terminated with or without cause at any time by the employee or CET. Terms and conditions of employment — other than employment at-will — may be modified at the sole discretion of CET with or without cause and with or without notice.

I acknowledge that no other promises, agreements or representations have been made contrary to this “at-will” employment agreement, and that this agreement, as acknowledged by my signature below, is the full and complete agreement governing CET’s and my rights and obligations concerning termination of my employment.

AUTHORIZATION, STATEMENT OF FACTS, AND SIGNATURE: I hereby authorize investigation of all statements contained in this application. I understand that any misrepresentation or omission of material facts, or **failure to complete the application will subject me to disqualification or dismissal.** I understand and agree that any employment offered as a result of this application is for an indefinite period of time and may, regardless of the date of payment of wages or salary, be terminated at any time without any prior notice. If offered employment, I can meet Immigration and Naturalization Services employment standards.

Date: _____ **Signature:** _____

Please answer the following questions: (use additional space on back if necessary)

1. What are your career objectives over the next five years? _____

2. Describe how your education, training, and/or experience relate to the position you are applying for.

••• Please see reverse side •••

3. Explain why you would like to work for CET; be specific. _____

Equal Employment Opportunity

CET is an Equal Employment Opportunity employer and it is our policy to be in compliance with all state and federal regulations relative to discrimination in employment. CET follows the practice of promoting Equal Employment Opportunity.

CET does not discriminate in compensation or conditions of employment, including recruitment, hiring, promotion, demotion, training, transfer, discipline or termination of any applicant or employee on the basis of race, color, religion, political affiliation, sex, gender, gender identity, gender expression, pregnancy, sexual orientation, national origin, age, citizenship status, disability, genetic information, medical condition, ancestry, parental status, marital status or veteran status. Employment decisions are based on merit and on our business needs. CET complies with law regarding "reasonable accommodation" for disabled employees and applicants.

Employees are encouraged to contact the Human Resources Director, if they have questions or concerns about any type of discrimination in the workplace, or the Director of the Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Or you may file a complaint with the Equal Employment Opportunity Commission (EEOC) in your local area. Contact information and a list of field offices can be obtain at www.eeoc.gov/goc offices or by calling 1-800-669-4000 or TTY device number 1-800-669-6820.

CONTACT INFORMATION

**Center for Employment Training
Human Resources Department
701 Vine Street, San Jose, CA 95110
Telephone: (408) 287-7924 Fax: (408) 294-7849**

Application will be maintained in a active file for a period of two years and then transferred to an inactive status for a period of one year from the date received.

A copy of CET's Annual Campus Security (Clery) Report can be obtained by contacting the Corporate Financial Aid Department or the Human Resources Department at (408) 287-7924 or by accessing the website: <http://cetweb.org/>. The Annual Report includes statistics for the previous three years concerning crimes that occurred on campus, in certain buildings or property off campus controlled by CET, and on public property within or adjacent to the campus. The report also includes policies concerning security, alcohol and drug use, crime prevention, reporting of crimes, sexual assault, and others.

**** This application is not an employment agreement. ****