

2255 Fair Street • Chico, CA 95928

Ph: (530) 343-7994 • HR Fax (secure): (530) 924-2890

APPLICATION PACKET

Please read this information carefully to insure that your application can be processed. Application packets submitted after the closing date/time on the job announcement will not be accepted.

Equal Employment Opportunity Form

Completion of the EEO Survey is **VOLUNTARY** and is not required as a condition of employment. The information will be helpful for Work Training Center in evaluating its hiring practices and in preparing reports requested by law for the State and Federal Government. The information will be confidential and **WILL NOT** be used to make a decision about your employment.

This form will not be a part of your application file and will not be seen by anyone involved in the selection process. Your cooperation by providing the information on a **VOLUNTARY BASIS** will be appreciated.

WTC Application Form

Candidates must complete and submit a WTC application form. A resume must also be submitted if required by the job announcement. A cover letter and/or resume will not serve as a substitute for a completed application. Closing date postmarks will **NOT** be accepted. **Incomplete applications will not be processed. It is not acceptable to complete the application with statements like, "See/Refer to Resume," or "See Attached."**

If applying for more than one position, please indicate each position applied for in the space provided. Your application will not be processed unless you specify for which position(s) you are applying.

Drug Testing

All candidates for employment must successfully pass a mandatory post-offer, pre-hire drug test. In addition, employees in safety-sensitive positions will be subject to random drug and alcohol testing throughout their employment. **NOTE: Pre-employment and random drug tests include testing for marijuana. Employment will be denied if the drug test comes back positive for marijuana.***

Fingerprint Clearance

All individuals who are hired by the Work Training Center will be required to submit fingerprints for clearance by the Dept. of Justice. Fingerprints are not required as part of the application process.

DMV Report

Transportation Positions: A current **H6 (10 year)** DMV (Dept. of Motor Vehicles) printout of your driving record is required and must be submitted with your completed application.

Non Transportation Positions: Some positions may require a current **K4 (4 year)** DMV printout. See job description for additional requirements.

The report is considered current if issued within the past three months. **PLEASE NOTE: The H6 and K4 DMV report can only be obtained at the DMV office. DMV Reports from online are not accepted.** Copies of current DMV printout are acceptable.

Employment Application

We are an equal opportunity employer

Applicant Information

_____ Date _____

_____ Name Last First Middle _____

_____ Address Street City State Zip _____

_____ Contact Phone _____ Email Address _____

Please list any other names you have used (for reference checking purposes).

- Position for which you are applying? _____
- Are you over the age of 18 years? Yes No
- If under 18, do you have a work permit?..... Yes No
- Are you currently employed?..... Yes No
- If yes, may we contact your current employer? Yes No
- Are you legally authorized to work in the United States?..... Yes No
- Can you provide required proof of eligibility to work? Yes No
- Do you have any relatives who are currently employed by WTC?..... Yes No
If yes, give name, relationship, and position at WTC: _____
- Have you previously been employed by this company? Yes No
If yes, from _____ to _____. In what position? _____

Education/Training

High School

Name: _____ Number of years completed _____

City/State: _____ Did you graduate? Yes No

College/Trade School

Name: _____ From: _____ To: _____

City/State: _____ Did you graduate? Yes No _____

Major: _____ Degree: _____

Name: _____ From: _____ To: _____

City/State: _____ Did you graduate? Yes No _____

Major: _____ Degree: _____

Additional Skills/Training/Experience

Please summarize any special or additional job-related skills and/or qualifications. List specific certifications/seminars/training received. _____

Employment Experience

Fill in completely, listing most recent experience first.

Company _____ from: _____ to: _____

Address: _____
Street City State Zip Phone

Position: _____

Job Duties: _____

Name of Supervisor: _____

Reason for leaving: _____ PT FT Temp

Company _____ from: _____ to: _____

Address: _____
Street City State Zip Phone

Position: _____

Job Duties: _____

Name of Supervisor: _____

Reason for leaving: _____ PT FT Temp

Company _____ from: _____ to: _____

Address: _____
Street City State Zip Phone

Position: _____

Job Duties: _____

Name of Supervisor: _____

Reason for leaving: _____ PT FT Temp

Company _____ from: _____ to: _____

Address: _____
Street City State Zip Phone

Position: _____

Job Duties: _____

Name of Supervisor: _____

Reason for leaving: _____ PT FT Temp

Professional References

NAME

PHONE

RELATIONSHIP

1. _____

2. _____

3. _____

Background Information

You may be required to answer questions about criminal convictions and driving records if a job offer is extended. The Work Training Center will make an individualized evaluation of whether your conviction or driving history has a direct and adverse relationship with the specific job duties. Factors considered will include the nature and gravity of the offense, date of the conviction or infraction, the completion of a sentence, and the nature of the job applied for.

Acknowledgement

I understand that this is an application for employment only and that no employment contract is being offered. I further understand that the Work Training Center is an at-will employer and may terminate its employment relationship with me, with or without cause, at any time, and, likewise, I am free to resign at any time. I authorize investigation of all statements contained in this application and any related papers. I understand that misrepresentation or omission of facts called for is cause for dismissal. I certify by signature that all statements made on this application are true and complete.

Signature of applicant

Date

FOR OFFICE USE ONLY

Reference Check

Person contacted: _____ Date: _____ By: _____

Person contacted: _____ Date: _____ By: _____

Person contacted: _____ Date: _____ By: _____

Credential / Degree Verification

Credentials: _____ How verified: _____

Date: _____ By: _____

Degree: _____ How verified: _____

Date: _____ By: _____

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Equal Employment Opportunity Survey

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Disclosure Information

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Applicant Information

Date: _____ Name: _____

Referral Source

Position applied for: _____

- | | |
|---|---|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Advertisement-Source _____ |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> School - Source _____ |
| <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____ |

EEO-1 Reporting

Race/Ethnicity Identification. Please check one.

- | | |
|---|---|
| <input type="checkbox"/> White (not of Hispanic origin) | <input type="checkbox"/> Black (not of Hispanic origin) |
| <input type="checkbox"/> Alaskan Native/American Indian | <input type="checkbox"/> Asian/Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Two or more Races |

Please check one: Male Female Nonbinary

Vets-100 Reporting

Special Veteran Identification. Please check one, if applicable.

- Veteran Disabled Veteran Vietnam Era Veteran

Thank you for helping us in our compliance efforts!

EEOC Race & Ethnic Identification

Race and ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. Definitions of the race and ethnicity categories are as follows:

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 any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island Thailand, and Vietnam.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture of origin regardless of race.

American Indian or Alaska 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.