



**6333 Potrero Avenue, Suite 100
 El Cerrito, CA 94530
 Phone 510-210-5930**

AN EQUAL OPPORTUNITY/DRUG-FREE WORKPLACE EMPLOYER

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS - Please read carefully: Please fill out this form completely on both sides as it will assist us in evaluating your application thoroughly. Completing this application is a part of the examination process. If you need more space, attach a separate sheet. Applicants must complete in sufficient detail and submit the official application form and other required supporting documents on or prior to the designated filing deadline. Resumes may be attached to the completed official application form but will not be accepted in lieu of a completed form. WCCTAC will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities. If you need for an accommodation, please contact Valerie Jenkins at (510) 210-5930.

Name _____ Position Applied for _____
Last First Middle

Address _____
No. & Street City State Zip Code

Home Phone () _____ Business Phone () _____

CalPERS Annuitant (Retiree) YES NO

Circle Highest Grade Completed: 6 7 8 9 10 11 12				Did you receive a High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No G.E.D. <input type="checkbox"/>	
Name & Location of College or University	Major Subject	Dates Attended	Credits Completed	Degree Earned & Date of Graduation	
		From To	Sem. Units Qtr. Units		

Licenses or Certificates obtained which relate to the position for which you are applying for:	
What languages other than English do you speak, write, read or understand?	If not a U.S. Citizen, do you have a work permit from the INS? <input type="checkbox"/> Yes <input type="checkbox"/> No If hired, you will be required to submit proof of permission to work pursuant to Federal Law.
Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	Driver's Lic. #: State: Exp. Date:
Are there any reasons you may have difficulty in performing any of the major duties of the job for which you have applied? If so, please explain briefly.	Have you ever worked for WCCTAC? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list your name at that time if different from the name on this application: Are you related to any person employed by WCCTAC? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list name and relationship:

Have you ever been convicted of any charges other than minor traffic citations Yes No If yes, give dates & briefly discuss. Conviction is not an automatic bar to employment. Each case is considered individually, based upon job you are applying for. You need not disclose "convictions for violation of subdivision (b) or (c) of Sect 11357 of the Health & Safety Code or a statutory predecessor thereof, or subdivision (c) of Sect 11360, or Section 11364,11365, or 11550 of the Health & Safety Code as they related to marijuana prior to 1/1/76 or statutory predecessor thereof, that are more than 2 years old.

Machines or equipment you can operate (relevant to the job you are applying for):

Please list all jobs you have held and periods of unemployment in the last **ten** years. Begin with your present or most recent position. Use additional sheets if necessary.

Name/Address/Telephone No. of Employer:

Job Title:

No. of Employees

Duties:

Supervised:

From: To: Salary:

Name of Supervisor:

Reason for Leaving:

Name/Address/Telephone No. of Employer:

Job Title:

No. of Employees

Duties:

Supervised:

From: To: Salary:

Name of Supervisor:

Reason for Leaving:

Name/Address/Telephone No. of Employer:

Job Title:

No. of Employees

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Name/Address/Telephone No. of Employer:

Job Title:

No. of Employees

Duties:

Supervised:

From: To: Salary:

Name of Supervisor:

Reason for Leaving:

May we contact employers you have listed regarding your qualifications, etc.? Yes No If not, please explain.

CERTIFICATION - Read Carefully Before Signing

I certify that all statements made in this Application are true & complete. I authorize investigation of all matters herein contained. I agree & understand that any misrepresentation, omission, & falsification of a material fact may be a justification for rejection of my application, refusal of employment, removal of my name from an Eligibility List, &/or dismissal from employment with the WCCTAC. I agree to undergo a complete background investigation, including fingerprinting. Once offered a job, I agree to undergo a physical examination which includes drug screening and TB testing, by a Physician of WCCTAC's choice & fully understand that employment is contingent upon meeting the WCCTAC's job-related physical requirements. If employed I agree to furnish verification of my identity & legal right to work in the U.S. & to take any loyalty oath required by State Law. I also authorize the employers, schools, individuals named above to provide any additional information regarding my qualifications & character. I hereby RELEASE, HOLD HARMLESS, AND COVENANT NOT TO SUE, WCCTAC, its officials or employees, from any and all claims, damages, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Signature of Applicant

Date

**WCCTAC
APPLICANT TRACKING QUESTIONNAIRE**

To assist us in evaluating the effectiveness of our Equal Employment Opportunity efforts, WCCTAC requests that each applicant provide the following information voluntarily. This will be detached from your application, will be kept confidential, will be utilized for research purposes only, and will not be used for selection decisions.

Position Applied For:	Date:
Name:	Male [] Female []

Please Check One:

- American Indian or Alaskan Native**
A person having origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian**
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.
- Black or African American**
A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino**
A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander**
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White**
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

How did you first learn of this employment opportunity?

	Website
	Agency, please indicate -
	Referral, from whom?
	Walk-in
	Job hot-line
	If you first learned of this opportunity in another way, please explain -