



**STRASBAUGH**

# Application for Employment

**EQUAL OPPORTUNITY EMPLOYER.** It is our policy to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, gender, religion, pregnancy, national origin or ancestry, medical condition including genetic characteristics, age, sexual orientation, marital status, physical or mental disability, status as a Vietnam or special disabled veteran, or other protected characteristics except where a reasonable, bona fide occupational qualification exists. We comply with all laws regarding reasonable accommodation for disabled and handicapped employees.

*All questions must be answered carefully and completely. If you have a resume you may attach it, but you **MUST** fill in the required information on the application form.*

**PLEASE TYPE OR PRINT.**

**Today's Date:** \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Social Security No. \_\_\_\_\_

Have you ever used another name?  Yes  No      If yes, give name. \_\_\_\_\_  
*List any assumed, change of name, or nickname necessary to enable the company to check on your work/education records.*

Address \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_  
Number and Street

\_\_\_\_\_ Message Phone (\_\_\_\_) \_\_\_\_\_  
City State Zip

## EMPLOYMENT DESIRED

Position Desired \_\_\_\_\_ Salary Desired \_\_\_\_\_

Check type of employment desired:  Full Time  Part Time  Temporary

What days are you available for work?  Mon  Tue  Wed  Thur  Fri  Sat  Sun

If not Full Time, hours available \_\_\_\_\_

On what date would you be available to start work? \_\_\_\_\_

Are you available to work overtime, if necessary?  Yes  No

# PERSONAL DATA

Have you ever applied to or been employed with us before?

Yes  No

If yes, give date \_\_\_\_\_

Do you have any friends or relatives working for our Company?

Yes  No

If yes, state name(s) and relationship \_\_\_\_\_

Are you currently employed?

Yes  No

If yes, may we contact your employer for a reference?

Yes  No

If hired, would you have a reliable means of transportation to and from work?

Yes  No

If you are applying for a position that will require you to drive while on the job:

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Can you travel if the job requires it?

Yes  No

Can you perform the essential functions of the job for which you are applying with our without reasonable accommodation?

Yes  No

Are you at least 18 years old?

Yes  No

Can you submit a work permit?

Yes  No

If hired, can you submit verification of your identity and legal right to work in the United States?

Yes  No

*Proof of citizenship or immigration status will be required upon employment.*

Have you ever been convicted of a criminal offense?

Yes  No

If yes, state nature of the conviction, when and where convicted and the disposition of the case: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*NOTE: Do not disclose an arrest or detention that did not result in a conviction, any conviction for which the record has been judicially expunged, sealed, or eradicated, any misdemeanor conviction for which probation has been completed and the case has been judicially dismissed, any arrest for which a pretrial diversion program has been successfully completed in accordance with Penal Code Sections 1000.5 and 1001.5, and any convictions for marijuana-related offenses that are more than two years old. The existence of a criminal record does not constitute an automatic bar to employment.*

Have you ever served in the U.S. Armed Forces?

Yes  No

If yes, describe any special skills or abilities you acquired as a result of service in the military \_\_\_\_\_

Was separation for any reason other than a honorable discharge?

Yes  No

**EMPLOYMENT EXPERIENCE**

*Start with your most recent job. Feel free to attach additional pages if necessary. You MUST complete this section even if attaching a resume. Dates of employment must be stated in months AND years. Account for all periods of unemployment.*

1) <b>Employer</b>	Dates Employed		Work Performed
	From	To	
Address			
Phone No.	Hourly Rate or Salary		
	Starting	Final	
Job Title	Supervisor		
Reason For Leaving			
2) <b>Employer</b>	Dates Employed		Work Performed
	From	To	
Address			
Phone No.	Hourly Rate or Salary		
	Starting	Final	
Job Title	Supervisor		
Reason For Leaving			
3) <b>Employer</b>	Dates Employed		Work Performed
	From	To	
Address			
Phone No.	Hourly Rate or Salary		
	Starting	Final	
Job Title	Supervisor		
Reason For Leaving			

**EMPLOYMENT EXPERIENCE (CON'T)**

4) <b>Employer</b>	Dates Employed		Work Performed
	From	To	
Address			
Phone No.	Hourly Rate or Salary		
	Starting	Final	
Job Title	Supervisor		
Reason For Leaving			
5) <b>Employer</b>	Dates Employed		Work Performed
	From	To	
Address			
Phone No.	Hourly Rate or Salary		
	Starting	Final	
Job Title	Supervisor		
Reason For Leaving			
6) <b>Employer</b>	Dates Employed		Work Performed
	From	To	
Address			
Phone No.	Hourly Rate or Salary		
	Starting	Final	
Job Title	Supervisor		
Reason For Leaving			

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

Office Equipment: \_\_\_\_\_  
 \_\_\_\_\_

Computer Software: \_\_\_\_\_  
 \_\_\_\_\_

Other Equipment: \_\_\_\_\_

Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## EDUCATION AND TRAINING

Type of School	Name and Location of School (Provide full names of schools - not initials)	Dates Attended	Name and Date of Degree Earned	Major and Minor Fields of Study
High School or Trade School		<i>Do not supply dates for high school</i>	Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Tech. School				
College(s)				
Other Training (Explain)				

## PROFESSIONAL REFERENCES

List below three people you have worked with for at least one year (do not list supervisors). Do not list relatives or friends unless you have worked with them.

<p><b>Name</b> _____</p> <p>Address _____ <small>Street City/State Zip</small></p> <p>Occupation _____</p> <p>Phone No. _____ No. years acquainted _____</p> <p>Company where you worked together: _____</p> <p><b>Name</b> _____</p> <p>Address _____ <small>Street City/State Zip</small></p> <p>Occupation _____</p> <p>Phone No. _____ No. years acquainted _____</p> <p>Company where you worked together: _____</p> <p><b>Name</b> _____</p> <p>Address _____ <small>Street City/State Zip</small></p> <p>Occupation _____</p> <p>Phone No. _____ No. years acquainted _____</p> <p>Company where you worked together: _____</p>
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**APPLICANT'S CERTIFICATION AND AUTHORIZATION**

*Please read carefully, sign and date below. If you have any questions regarding the following statements, please ask for assistance.*

\_\_\_\_\_ I hereby certify I have not knowingly withheld any information which might adversely affect my chances of employment and the answers given by me are true and correct to the best of my knowledge. I further certify I, the undersigned applicant, have personally completed this application. I understand any omission or misstatement of material fact on this application or any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Strasbaugh to thoroughly investigation my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Strasbaugh, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I hereby understand and acknowledge any employment relationship with this organization is of an "at will" nature, which means that I may resign at any time and Strasbaugh may terminate my employment at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by written documentation, oral communication, or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I further understand this is an application for employment and no employment contract is being offered. I also understand that nothing conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Strasbaugh.

\_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Strasbaugh, I am entitled to copies of any such public records obtained by Strasbaugh, unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph below.

**I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE:**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name Printed

Thank you for your interest in a position at Strasbaugh. If your qualifications meet the requirements of an available position, we will be in contact with you.

STRASBAUGH  
RECRUITMENT DEPT.  
825 Buckley Road  
San Luis Obispo, CA 93401  
Fax # (805) 781-0972