



# Employment Application

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital, veteran, sexual orientation, or any other legally protected status.

**(PLEASE PRINT)**

## PERSONAL INFORMATION

(Last Name)	(First Name)	(MI)
(Address)	(City, State)	(Zip)
Telephone (Home) Numbers	(Mobile)	

**Yes                      No**

If you are under 18 years of age, can you provide required proof of your eligibility to work in the United States?		
Have you been convicted of a felony within the last 7 years? <small>(Conviction will not necessarily disqualify an applicant from employment.)</small>		
(If you have been convicted, please explain.)		
The above questions do not apply to convictions that have been sealed, expunged, or eradicated and marijuana related convictions more than 2 years old.		

## EMPLOYMENT DESIRED

(Position applying)	(Date of Application)
How did you learn about South Bay Expressway? <input type="checkbox"/> Print Advertisement <input type="checkbox"/> Internet Posting <input type="checkbox"/> Employee Named: _____ <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> web-site <input type="checkbox"/> Other: _____	

	<b>Yes</b>	<b>No</b>
Have you ever filed an employment application with South Bay Expressway before? If Yes, please give date:		
Have you ever been employed with San Diego Expressway before? If Yes, give date:		
Are you currently employed?		
If applicable, may we contact your present employer?		
Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? <small>(Proof of citizenship or immigration status will be required upon employment.)</small>		
Are you currently on "lay-off" status and subject to recall?		
Can you travel if the position requires?		
Are you able to relocate if the position requires?		
Are you available to work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Contract		
On what date would you be available to begin work?		

## EDUCATION

	Name and Address Of School	Course of Study	# of Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate Professional				
Other (please specify)				

**Please list all languages (other than English) you can speak, read or write with a degree of proficiency.**

	Fluent	Good	Fair
<b>Speak</b>			
<b>Read</b>			
<b>Write</b>			

**Describe any specialized training, apprenticeship, skills, and extracurricular activities you have been involved with, relative to the desired position. Also describe any job-related training received.**


**List professional, trade, business or civic activities and offices held.**

*(You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)*


## ADDITIONAL INFORMATION

**Other Qualifications**

*(Summarize special job-related skills and qualifications acquired.)*


## EMPLOYMENT EXPERIENCE

**Start with your current or latest position.** Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. *(If you need additional space, please continue on a separate sheet of paper.)* **Please do not write “See Resume.”**

(Employer)	Dates Employed	(Work Performed)
	Start      End	
(Address)		
(Telephone Number)	Annual Salary	
	Start      End	
(Job Title)		
(Supervisor)	(Reason for Leaving)	

(Employer)	Dates Employed	(Work Performed)
	Start      End	
(Address)		
(Telephone Number)	Annual Salary	
	Start      End	
(Job Title)		
(Supervisor)	(Reason for Leaving)	

(Employer)	Dates Employed	(Work Performed)
	Start      End	
(Address)		
(Telephone Number)	Annual Salary	
	Start      End	
(Job Title)		
(Supervisor)	(Reason for Leaving)	

## REFERENCES

(Name)	(Relationship)	(Length of association)	
(Phone Number)		(Address)	
(Name)	(Relationship)	(Length of association)	
(Phone Number)		(Address)	
(Name)	(Relationship)	(Length of association)	
(Phone Number)		(Address)	

## Specialized Skills

*(Check all that apply to your hands on experience.)*

<input type="checkbox"/> Customer Service	<input type="checkbox"/> MS Word	<input type="checkbox"/> MS Access	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Toll Operations	<input type="checkbox"/> MS Excel	<input type="checkbox"/> MS Power Point	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Money Handling	<input type="checkbox"/> MS Outlook	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

<i>State any additional information you feel may be helpful in considering your application.</i>

## Applicant's Statement

I certify the answers given herein are true and complete to the best of my knowledge. I authorize complete investigation of all statements contained in this application for employment; as may be necessary in arriving at an employment decision (including motor vehicle investigation, education/social security verification, credit check, criminal records). I agree to release and hold harmless any and all persons or companies releasing or securing such information.

I understand and acknowledge, unless otherwise defined by applicable law, any employment relationship with this organization, subsidiary, later merged organization or parent company is of an "at will" nature. Which means the Employee may resign at any time with or without cause or reason, and the Employer may discharge Employee at any time with or without reason or cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Chief Executive Officer.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand false or misleading information given in my application or interview(s) may be grounds for immediate termination of my employment. I understand I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date