



CONSERVATION CORPS NORTH BAY

A path to a better future

Employment Application

An Equal Opportunity Employer

PERSONAL INFORMATION (Please Print)	Date of Application _____
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Name: _____ Email: _____
 Last Name First Name Middle

Date of Birth: _____ Social Security Number _____

Present Address:

_____ No. & Street City State Zip

Permanent Address:

_____ No. & Street City State Zip

Home Phone: _____ Cell Phone _____

GENERAL INFORMATION

Position/Program applying for _____

Have you ever worked for the Conservation Corps North Bay before? Yes ___ No ___

If yes, when and who was your supervisor? _____

Do you have any friends or relatives working for the Conservation Corps North Bay? Yes ___ No ___

If yes, state name(s) and relationship: _____

CONSERVATION CORPS NORTH BAY is a job-training program for youth between the ages of 18 – 25 years. Applicants over 25 years of age are considered for employment by referral only. If you are not between the ages of 18-25 years, please explain.

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes ___ No ___

Valid CA Drivers License? Yes ___ No ___ Other _____

This position may require extensive and repetitive physical activity e.g., heavy lifting, bending. Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes ___ No ___

If no, describe the functions that cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes ___ No ___

If yes, state nature of the crime(s), when and where convicted, and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATION, TRAINING & EXPERIENCE

School	Name and Address (including city, state and zip code)	No. of years completed	Did you graduate? If yes, what year did you graduate?	Degree/Diploma/Area of Study
High School				
College/Vocational				
Other				

What is the highest-grade level you have completed? _____

Do you have (check one): High School Diploma GED or equivalent Neither

If neither, are you interested in completing your high school diploma or GED? Yes ___ No ___

What is your primary language? _____

Do you speak, write or understand any other languages? Yes ___ No ___

If yes, which language(s)? _____

Do you have any other experience, training, qualifications or skills, which you feel make you especially suited for work at the Conservation Corps North Bay? Yes ___ No ___

If so, please explain. _____

EMPLOYMENT HISTORY

List all present and past employment starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

1. Name of Employer: _____ Telephone No.: _____

Address: _____
 Number Street City State Zip

Your Supervisor's Name: _____ Reason for Leaving: _____

Dates of Employment: / / From / / To Hourly Wage _____ Hours per week _____

Job Title & Duties: _____

Field of Employment: _____

May we contact this employer for a reference? Yes ___ No ___

2. Name of Employer: _____ Telephone No.: _____

Address: _____
 Number Street City State Zip

Your Supervisor's Name: _____ Reason for Leaving: _____

Dates of Employment: / / From / / To Hourly Wage _____ Hours per Week _____

Job Title & Duties: _____

Field of Employment: _____

May we contact this employer for a reference? Yes ___ No ___

3. Name of Employer: _____ Telephone No.: _____

Address: _____
Number Street City State Zip

Your Supervisor's Name: _____ Reason for Leaving: _____

Dates of Employment: ____/____/____ From To ____/____/____ Hourly Wage _____ Hours per Week _____

Job Title & Duties: & Duties: _____

Field of Employment: _____

May we contact this employer for a reference? Yes ___ No ___

NOTICE TO ALL APPLICANTS

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omissions or misstatement of material fact on this application or on any document 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 CONSERVATION CORPS NORTH BAY to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I further authorize the references I have given to disclose to CONSERVATION CORPS NORTH BAY 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 the CONSERVATION CORPS NORTH BAY, 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 understand that nothing contained in the application or conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create an employment contract between CONSERVATION CORPS NORTH BAY and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or CONSERVATION CORPS NORTH BAY, and that no promise or representations contrary to the foregoing are binding on CONSERVATION CORPS NORTH BAY.

_____ 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 CONSERVATION CORPS NORTH BAY, I am entitled to copies of any such public records obtained by CONSERVATION CORPS NORTH BAY 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 record even though I have checked the box below.

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

I certify by my signature below that I have read the foregoing, understand the employment requirements, and agree to cooperate in fulfilling them.

Applicant's Name (Please print)

Applicant's Signature

Date

The Conservation Corps North Bay is an equal opportunity employer. We consider applicants for all positions without regard to race, religion, gender, marital or veteran status, the presence of a no-job related medical condition or handicap, or any other legally protected status. Qualifications for employment opportunities are based solely upon personal skills, merit and dependability. CONSERVATION CORPS NORTH BAY will ensure that both the spirit and the intent of the laws prohibiting discrimination are fully implemented in all our working relationships.

