

RUBICON PROGRAMS & ENTERPRISES INCORPORATED

2500 BISSELL AVENUE, RICHMOND, CALIFORNIA 94804

EMPLOYMENT APPLICATION

Last Name _____ First Name _____ Middle Name _____		
Address _____		City _____ State _____ Zip _____
Phone Number: () _____	Alternate Phone Number: () _____	

EMPLOYMENT DESIRED *All sections must be completed for consideration. DO NOT WRITE, "REFER TO RESUME" IN THE Employment History section ***THANK YOU**

Position: _____ Minimum Acceptable Salary: \$ _____

Referred by: _____ Are you presently employed: _____ Date you can start: _____

Will you accept? Full Time () Part Time () Temporary Work ()

May we contact your present employer? Yes () No ()

Do you speak, read or write any languages other than English? Yes () No ()

If yes, which languages? _____

Fluently? Yes () No () Yes () No () Yes () No ()

The next questions regard criminal convictions. A "yes" answer will not necessarily bar employment with Rubicon. Applicants with certain types of offenses may not be eligible for certain categories of employment, but most positions at Rubicon are open to applicants with criminal convictions. We conduct criminal background checks; misrepresenting your criminal background will bar you from employment with Rubicon, regardless of when the misrepresentation is discovered.

Have you ever been convicted of a felony or misdemeanor? Yes () No ()

- Do not include offenses for which you successfully completed a diversion or rehabilitation program
- Do not include convictions more than two years old for marijuana possession

If yes, what is the offense(s) for which you were convicted? _____

Have you been arrested for any offense that is awaiting disposition? Yes () No ()

If yes, what is the offense(s) with which you have been charged? _____

If hired, can you provide documents required proving that you are legally able to work in the U.S.? Yes () No ()

Please answer this question if driving is a job requirement:
Do you have a clear driving record? (No more than two moving violations and no accidents for which you were at fault over the last three years).

Yes () No ()

If no, please explain: _____

<u>EDUCATION</u>	<u>School Name & Location</u>	<u>Course of Study</u>	<u>Years Completed</u>	<u>Diploma/Degree</u>
HIGH SCHOOL	_____ _____ _____			
COLLEGE	_____ _____ _____			
GRADUATE	_____ _____ _____			
OTHER	_____ _____ _____			

EMPLOYMENT HISTORY**(List your most recent employer first)**

Employer Name and Address	Dates (Mo. /Yr.)	Job Title	Reason for Leaving	Salary
Company: _____ Address: _____ _____ Supervisor: _____ Phone: (____) _____	From: To:			Start: End:
Company: _____ Address: _____ _____ Supervisor: _____ Phone: (____) _____	From: To:			Start: End:
Company: _____ Address: _____ _____ Supervisor: _____ Phone: (____) _____	From: To:			Start: End:
Company: _____ Address: _____ _____ Supervisor: _____ Phone: (____) _____	From: To:			Start: End:

ADDITIONAL INFORMATION

Describe specialized skills, special interests, significant volunteer experience or anything else helpful to us in considering your employment application.

APPLICANT'S STATEMENT

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification of refusal of employment, or, if employed termination from Rubicon's employ. Initials _____

Any offer of employment I may receive from Rubicon is contingent upon my successful completion of the Agency's total pre-employment screening process, including the Agency's receiving references that it considers satisfactory, and by satisfactory completion of any post-offer pre-employment medical examination that the Agency's may require. I also agree, if employed, to submit to a medical examination at any time at the Agency's request. I hereby consent to having the results of any post-offer pre-employment or post-employment medical exams I may be required to take disclosed to Rubicon. Initials _____

I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information. Initials _____

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Agency and understand that my employment and compensation can be terminated with or without cause or notice, at any time, by a representative of the Agency, no one other than the Executive Director or the Director of Human Resources, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by one of the individuals designated above. Initials _____

SIGNATURE: _____ **DATE:** _____

**Rubicon Programs/Enterprises Incorporated is an equal opportunity, affirmative action employer.
 Women, minorities and individuals with disabilities are encouraged to apply.**