



Application for Employment

Human Resources

3403 E. Central Avenue

Fresno, CA 93725

Phone 559-237-3663

www.communityfoodbank.net

Position and Availability				
Position Applying for:		Date of Application:		Posting Number:
Work Availability: Full Time Part Time Temporary On Call				
Applicant Information				
Last Name		First Name		Middle Name
Present Address:		Home Phone:		Have you ever been known by another name? No Yes If yes, list name(s) below: _____
No. and Street		Cell Phone:		
City, State, Zip		Message Phone:		
Email Address:				
Personal Information				
Can you after employment, submit verification of your legal right to work in the United States of America? No Yes				
Are you over the age of 18? No Yes				
Have you ever been employed by Community Food Bank? No Yes If yes, list dates of past employment:				
Do you have relatives employed by Community Food Bank? No Yes If yes give names and relationship:				
Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Misdemeanor convictions for marijuana-related offenses that are more than two years old need not be listed.) No Yes If yes, state nature of the crime(s), when and where convicted, and disposition of the case. _____				
<small>(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.)</small>				
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? No Yes If no, describe the functions that cannot be performed. _____ <small>(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.)</small>				
Education and Training				
Name of School	City and State	Did you Graduate?	Year Received	Diploma, Certificate, or Degree Obtained /Major Area of Study
High School		No Yes		
College or University		No Yes		
Post Graduate		No Yes		
Other Education or Training		No Yes		
Skills and Knowledge				
Do you have any other experience, training, qualifications or skills which you feel make you especially suited for this position?				
Computer Skills: _____				
Language(s): _____				
License(s): Are you licensed for the job that you are applying for? No Yes State of Issue: _____ Lic. #: _____ Expiration Date: _____				
What interests you in working for Community Food Bank? _____				

Employment History				
List below all present and past employment starting with your most recent employer (last ten years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.				
Dates of Employment From: _____ To: _____	Position Title: _____ Salary: _____	Duties: _____ _____ _____		
Employer Name: _____ Phone Number: _____ May we contact: No Yes		Employer Address: _____		
Reason for leaving:		Voluntary	Involuntary	
Dates of Employment From: _____ To: _____	Position Title: _____ Salary: _____	Duties: _____ _____ _____		
Employer Name: _____ Phone Number: _____ May we contact: No Yes		Employer Address: _____		
Reason for leaving:		Voluntary	Involuntary	
Dates of Employment From: _____ To: _____	Position Title: _____ Salary: _____	Duties: _____ _____ _____		
Employer Name: _____ Phone Number: _____ May we contact: No Yes		Employer Address: _____		
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Reason for leaving:		Voluntary	Involuntary	
Dates of Employment From: _____ To: _____	Position Title: _____ Salary: _____	Duties: _____ _____ _____		
Employer Name: _____ Phone Number: _____ May we contact: No Yes		Employer Address: _____		
Reason for leaving:		Voluntary	Involuntary	
References				
List the names of at least three persons, not relatives, who are familiar with your character, ability or education for then one year.				
Last Name	First Name	Employer/ Address	Title	Phone
Applicant Acknowledgement				
Please read carefully, initial each paragraph and sign below				
<p>_____ I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answer give by me are true and correct and to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission of misstatement of material fact on the 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.</p> <p>_____ I hereby authorize Community Food Bank to thoroughly investigate 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 Community Food Bank any and all letters, reports and other information related to my work records, with out giving me prior notice of such disclosure. In addition, I hereby release Community Food Bank, 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.</p> <p>_____ I understand and agree that employment is "At-Will", meaning, employment may be terminated by either myself or Community Food Bank at any time, with or without cause, and with or without notice. I also understand and agree that Community Food Bank retains the right to demote, transfer, change my job duties, and my compensation at anytime with or without notice and with or without cause in its sole discretion.</p>				
Date:	Signature of Applicant:			