



H I D D E N  
V A L L E Y  
L A K E

**Hidden Valley Lake Association**  
An Equal Opportunity Employer

18174 Hidden Valley Road  
Hidden Valley Lake, CA 95467  
Phone: (707) 987-3138  
Fax: (707) 987-4402

## Employment Application

**Please Print:**

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

\_\_\_\_\_  
Last Name

**Address:**

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**Contact:**

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Alternative Telephone

\_\_\_\_\_  
Email Address

**Employment Desired:**

Position Applying for: \_\_\_\_\_

Are you applying for:  Full Time  Part Time  Seasonal

Please indicate the hours that you are available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

If no limitations on availability write: Any

**Personal Information**

Have you ever applied to or worked for Hidden Valley Lake Association before?.....  Yes  No  
 If yes, when? \_\_\_\_\_

Did someone refer you to Hidden Valley Lake Association?.....  Yes  No  
 If so, who? \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work?.....  Yes  No

Are you at least 18 years old? .....  Yes  No  
 (If under 18, hire is subject to verification that you are of minimum legal age)

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

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: \_\_\_\_\_

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(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 & agility tests)

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

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

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(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)

Option: Many of our members (clients) do not speak English. Do you speak, write or understand any foreign languages?.....  Yes  No

If yes, which language(s)? \_\_\_\_\_

**Education, Training and Experience**

High School	College/University	Vocational/Business
School Name	School Name	School Name
Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip
Degree or Diploma	Degree or Diploma	Degree or Diploma
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Employment History**

List below all present and past employment starting with your most recent employer (last seven years is sufficient). You must complete this section even if attaching a resume.

Name of Employer		Type of Business	Telephone Number	Supervisor Name	
Address		City		State	Zip
Position	Duties		Starting Date	Ending Date	
Reason for Leaving		Starting Wage		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Ending Wage			

Name of Employer		Type of Business	Telephone Number	Supervisor Name	
Address		City		State	Zip
Position	Duties		Starting Date	Ending Date	
Reason for Leaving		Starting Wage		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Ending Wage			

Name of Employer		Type of Business	Telephone Number	Supervisor Name	
Address		City		State	Zip
Position	Duties		Starting Date	Ending Date	
Reason for Leaving		Starting Wage		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Ending Wage			

Account for all periods of unemployment: \_\_\_\_\_

**References**

List below persons not related to you who have knowledge of your work performance within the last three years:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

**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 omission 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 Hidden Valley Lake Association 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 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 the Company, 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 me and the Company. 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 the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.
  
- 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 the Company, I am entitled to copies of any such public records obtained by the Company 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 above.

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Applicant's Signature

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Date