



CABRILLO ECONOMIC DEVELOPMENT CORP. EMPLOYMENT APPLICATION

Return Application to:

Cabrillo Economic Development Corp.
Attn: Human Resources
702 County Square Drive
Ventura, CA 93003
Phone: (805) 659-3791
Fax: (805) 620-9294
Email: HR@cabrilloedc.org

INSTRUCTIONS TO THE APPLICANT:

PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED EXCEPT FOR SIGNATURE. A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH JOB OPENING. AN INCOMPLETE APPLICATION MAY RESULT IN NON-CONSIDERATION. KEEP A COPY OF THE APPLICATION IF YOU REQUIRE ONE. ONCE SUBMITTED, THE APPLICATION AND ATTACHED DOCUMENTS BECOME THE PROPERTY OF CABRILLO ECONOMIC DEVELOPMENT.

Please print or type:

Position Applying for:	Date:
Date you can start:	Desired Salary:

First Name	Middle Initial	Last Name
Street Address		Cell Phone Number () ()
City, State & Zip		Message/Work Phone () ()
		Email Address

RELATED SKILLS & ABILITIES • Indicate skills & abilities you possess that are related to the position for which you are applying.

Typing Speed _____ WPM	Word Processing Experience _____ months OR _____ years	Computer Programming Software/Languages
Word Processing Software		Computer Operating Systems / Hardware
Other Skills & Abilities (such as interpreting or other language skills; spreadsheet, database, and other computer software; relevant office equipment)		What foreign languages to you speak/write fluently?
		Licenses/Certificates (Attach copy if required for position; Indicate type, state, class/level, and expiration date.)

Answer (X) "yes" or "no" to each question below:	YES	NO	FURTHER INSTRUCTIONS
1) Are you 18 years of age or older?			1b) If "no," a work permit is required at time of employment.
2) Can you, after employment, submit verification of your legal right to work in the United States?			
3) Do you have any close relative(s) employed at Cabrillo Economic Development Corporation?			3b) If "yes," indicate name & relationship of relative(s):
4) Have you ever been dismissed from employment?			4b) If yes, please explain.
5) Have you ever applied to this company before?			5b) If yes, when?
6) Can you perform the essential functions of this position with or without accommodations?			
7) How did you hear about this position?			

EMPLOYMENT HISTORY

- A resume may accompany this form but will not be accepted in lieu of completion of ANY SECTION of this form.
- Include all employment, military, and relevant volunteer experience within the last 10 years (more if needed to qualify) beginning with your current or most recent employer. Additional qualifying or related experience may be listed on a separate sheet with your name.

May we contact your present employer? YES NO
 May we contact your previous employers? YES NO

May we contact you at work? YES NO

EMPLOYER #1: Organization/Company Name		Job Title & Department	Average # Hours per Week
Employer's Address		Dates of Employment (Mo/Yr) From: To:	
Immediate Supervisor & Telephone Number	Reason for Leaving		
Job Duties			
EMPLOYER #2: Organization/Company Name		Job Title & Department	Average # Hours per Week
Employer's Address		Dates of Employment (Mo/Yr) From: To:	
Immediate Supervisor & Telephone Number	Reason for Leaving		
Job Duties			
EMPLOYER #3: Organization/Company Name		Job Title & Department	Average # Hours per Week
Employer's Address		Dates of Employment (Mo/Yr) From: To:	
Immediate Supervisor & Telephone Number	Reason for Leaving		
Job Duties			
EMPLOYER #4: Organization/Company Name		Job Title & Department	Average # Hours per Week
Employer's Address		Dates of Employment (Mo/Yr) From: To:	
Immediate Supervisor & Telephone Number	Reason for Leaving		
Job Duties			
EMPLOYER #5: Organization/Company Name		Job Title & Department	Average # Hours per Week
Employer's Address		Dates of Employment (Mo/Yr) From: To:	
Immediate Supervisor & Telephone Number	Reason for Leaving		
Job Duties			

EDUCATION

Name of High School Attended	City/State of High School Attended	Highest grade level completed (1 - 12, or GED)
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COLLEGES AND UNIVERSITIES

Name of College/University #1	City and State	# Units Completed	Unit Type - check (X) one ___ sem ___ qtr
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	
Name of College/University #2	City and State	# Units Completed	Unit Type - check (X) one ___ sem ___ qtr
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	

BUSINESS, TRADE, VOCATIONAL, TECHNICAL, AND MILITARY SCHOOLS

Name of School/Institution #1	City and State	# Units Completed	Unit Type - check (X) one ___ sem ___ qtr ___ hrs
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	
Name of School/Institution #2	City and State	# Units Completed	Unit Type - check (X) one ___ sem ___ qtr ___ hrs
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	

QUALIFICATIONS SUMMARY

- Briefly describe how your experience, skills, knowledge, and abilities (including any apprenticeships) qualify you for THIS position.

REFERENCES • List at least three persons not related to you who can attest to your professional abilities and character		
Name	Occupation	Telephone No. (w/area code)
Street Address, City, State & Zip		
Name	Occupation	Telephone No. (w/area code)
Street Address, City, State & Zip		
Name	Occupation	Telephone No. (w/area code)
Street Address, City, State & Zip		
Name	Occupation	Telephone No. (w/area code)
Street Address, City, State & Zip		
AVAILABILITY • Check type of employment for which you are available		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		

By signing below: I hereby certify that all statements made on this application and all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that my stated pre-employment qualifications are subject to verification and I hereby authorize Cabrillo Economic Development Corp. to confirm any information provided. I understand that any falsification or deliberate omission of fact on my application materials 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 Cabrillo Economic Development Corp. to thoroughly investigate by references, work record, education, and other matters related to my suitability for employment unless otherwise specified above. I further, authorize the references I have listed to disclose to the Company any and all information related to my work records without giving me prior notice. In addition, I hereby release the Company, former employers, and all other persons from any and all claims arising out of or in any way related to such investigation or disclosure.

Any offer of employment I may receive from Cabrillo Economic Development Corp. is contingent upon my successful completion of the company's total preemployment screening process, including the company's receiving work record, references, and other matters related to suitability for employment that it considers satisfactory.

Cabrillo Economic Development Corp. only hires individuals lawfully authorized to work in the U.S. If hired, I agree to provide proof of my identity and eligibility to work in the U.S as required by federal law.

I recognize that employment at Cabrillo Economic Development Corp. is "at will", which means either Cabrillo Economic Development Corp. or I may terminate my employment at anytime with or without cause or notice. I understand that Cabrillo Economic Development Corp. retains the sole discretion to modify compensation and benefits, position duties and other terms and conditions of employment, and the right to impose discipline including suspension and demotion, at its sole discretion. I further understand that this is an application for employment and that no employment contract is being offered.

Applicant's Signature

Date

Cabrillo Economic Development Corp. considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. Cabrillo Economic Development Corp. complies with the American with Disabilities Act and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Cabrillo Economic Development Corp. may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.