

# Southeast Asian Assistance Center Employment Application

5625 24th Street  
Sacramento, CA 95822  
Phone: (916) 421-1036  
Fax: (916) 421-6731

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name \_\_\_\_\_ Date of application \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_

## 1. GENERAL INFORMATION:

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation?  Yes  No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.)  No  Yes If yes, please explain:

## 2. EDUCATION & TRAINING:

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Masters \_\_\_\_\_ Doctorate \_\_\_\_\_

Name & Address of Schools	Major Course studied	Graduated or Degree (Y or N)	Average Grade
Last High School Attended			
College or University			
Other Schools (Technical, Vocational, Graduate, etc.)			

List any scholarships, academic honors, awards or special achievements:

## 3. SKILLS Please list any skills you have that are appropriate for the position you are applying for: \_\_\_\_\_

If required, will you work?

Rotating shifts  YES  NO      Saturdays  YES  NO  
 Overtime  YES  NO      Sundays  YES  NO

Position applying for, be specific:

Salary Requirements  per hour  
 \$  per month

State fully why you believe you are qualified for this position

**Date you can start**

/ /

INTERESTS / ACCOMPLISHMENTS: You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# EMPLOYMENT HISTORY

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past FOUR employers. If currently employed, may we contact your employer?  Yes  No

## PRESENT OR MOST RECENT EMPLOYER

FULL NAME OF COMPANY			(AREA CODE)	TELEPHONE	FROM MO/YR	TO MO/YR	
STREET ADDRESS		CITY	STATE	ZIP			
NAME & TITLE OF SUPERVISOR			TITLE OF YOUR POSITION		REASON FOR LEAVING:		
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:							
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FULL NAME OF COMPANY			(AREA CODE)	TELEPHONE	FROM MO/YR	TO MO/YR	
STREET ADDRESS		CITY	STATE	ZIP			
NAME & TITLE OF SUPERVISOR			TITLE OF YOUR POSITION		REASON FOR LEAVING:		
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**READ CAREFULLY:** I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature \_\_\_\_\_ Date \_\_\_\_\_