



Employment Application

Administrative Office
1740 17th Ave
Santa Cruz, CA 95062
831-427-5070

Mariposa Center
12 Carr Street
Watsonville, CA 95076
831-722-6708

Community Connection
300 Harvey West Blvd
Santa Cruz, CA 95060
831-425-8132

PLEASE COMPLETE ALL QUESTIONS

Personal Information

Position applied for _____ Date _____

Name _____

Last

First

Middle

Address _____

Street Address

City

State

Zip Code

Phone (____) _____ Email: _____

Are you over 18 years of age? Yes No

Can you submit verification of your legal right to work in the United States? Yes No

Do you have a valid Drivers License? Yes No License # _____

Has your Drivers License ever been suspended or revoked? Yes No If yes please explain:

Education:

Name and address of school _____ Degree/Diploma _____ Graduation Date _____

Major _____

Skills and Qualifications:

Professional Licenses, Certificates or Registrations held:

Special training or skills, computer skills:

Languages other than English (choose one)

Speak

Read

Write

Spanish

Fair Good Fluent

Fair Good Fluent

Fair Good Fluent

Other _____

Fair Good Fluent

Fair Good Fluent

Fair Good Fluent

What do you have to offer this position? (Additional information may be submitted on separate page)

Why are you applying for this position? (Additional information may be submitted on separate page)

Work History

Give a complete history of employment, beginning with most current employment. Include volunteer jobs. You may add pages.

From ____ to ____	Job Title
Employer's Name, Address, Telephone	Reason for Leaving Supervisor:
Description of Duties	
From ____ to ____	Job Title
Employer's Name, Address, Telephone	Reason for Leaving Supervisor:
Description of Duties	
From ____ to ____	Job Title
Employer's Name, Address, Telephone	Reason for Leaving Supervisor:
Description of Duties	

References:

May we contact your present or former employer? Yes

Business References (someone who has provided direct supervision) Please list name, phone number and relationship.

1. _____
2. _____
3. _____

CERTIFICATE OF APPLICATION (Please read carefully before signing)

I hereby affirm that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein may cause forfeiture of employment in the service of the Volunteer Center of Santa Cruz. I authorize the Volunteer Center to conduct further inquiry into my qualifications and work skills as necessary.

Date _____ Signature _____

VOLUNTEER CENTER AFFIRMATIVE ACTION QUESTIONNAIRE

Thank you for applying for a position at the Volunteer Center. Volunteer Center policy is to try to hire a diverse work force representing the community of Santa Cruz. We ask that you voluntarily complete the following information.

This information is confidential and will be used for recruitment statistics only. This information will be detached from you application and will not be used to discriminate against or give preference to any individual in any personnel transactions.

Position _____

Name (please print) _____

Please check the *one* ethnic group with which you most closely identify and jurisdiction of your residence:

- | | |
|--|--|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Santa Cruz City |
| <input type="checkbox"/> African American | <input type="checkbox"/> Scotts Valley City |
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> San Lorenzo Valley |
| <input type="checkbox"/> Latino(a) | <input type="checkbox"/> Capitola City |
| <input type="checkbox"/> Native American/American Indian | <input type="checkbox"/> Watsonville City |
| <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Mid County Unincorporated |
| <input type="checkbox"/> Alaskan Native | <input type="checkbox"/> South County Unincorporated |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Out of County |
| <input type="checkbox"/> Decline to state | |

Please check all of the following that apply:

- Bilingual Spanish
- Bilingual Spanish/ Bicultural/ Latino
- Bilingual other _____
- Bilingual/ Bicultural other _____
- Person with disability _____
- Reasonable accommodation requested

Please check one: Male. Female Nonbinary Other Decline to state

HOW DID YOU FIND OUT ABOUT THIS JOB?

We want to ensure that the community knows about job opportunities at the Volunteer Center. Please help us by listing where you heard about this job.

- Indeed
- Facebook
- Volunteer Center Website
- Santa Cruz
- Jobs.com Caljobs.gov
- Job Flyer
- Word of Mouth
- LinkedIn
- Other _____