

ALTA CALIFORNIA REGIONAL CENTER

2135 Butano Drive ~ Sacramento, CA 95825 ~ (916) 978-6400

IMPORTANT

Read all instructions before completing the application.

Dear Applicant:

We appreciate your interest in employment with our agency. To ensure your application receives equal and proper consideration for the position for which you are applying, follow these instructions carefully:

- A. **Applications must be printed or typewritten. Please use black ink.**
- B. If you elect to complete the application by hand, **please ensure the complete legibility of all entries.**
- C. Answer completely and accurately. Respond to all requested information, or enter “N/A” (Not Applicable).
- D. You may submit a resume with your application, but **do not refer to your resume** in lieu of providing complete responses. **Do not submit a resume in lieu of the application.**
- E. If you wish to include more experience than space allows, an addendum page may be attached to the application. Please provide the same information on the addendum as is requested in the application.
- F. One step in Alta’s hiring process is a background check of the finalist for each position. This check is conducted by our agent and requires the applicant’s consent. A “Notification and Authorization to Conduct Background Investigation” form is attached. Please complete this form and return it with the application.

Background investigations are only conducted for the finalist for each position and are completed prior to any offer of employment being extended.

ALTA CALIFORNIA REGIONAL CENTER

EMPLOYMENT APPLICATION

Job Line: (916) 978-6242
E-Mail: hr@altaregional.org

For consideration, answer completely and accurately. A resume may be attached. However, all sections of the application must be completed. Do not reference resume. If there is any reason you would be unable to perform the essential functions of the position, please let us know. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of any physical or mental medical condition or disability, or any other legally-protected status.

DATE OF APPLICATION: _____

Name: _____
Last First Middle

Mailing Address: _____
Street City State Zip

Home Telephone: (____) _____ Work/Other: (____) _____ E-Mail: _____

Position Applying for: _____ Date Available: _____

Preferred Office Location(s): Auburn Grass Valley Placerville Roseville Truckee
Sacramento South Lake Tahoe Woodland Yuba City

Full-Time Part-Time Temporary : # of hours desired: _____

How were you referred to Alta? Ad Agency Walk-in Friend _____

Relative _____ Website _____

Please list friends or relatives who now work for Alta:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Have you ever worked for Alta before? Yes No Position & Dates: _____

Have you ever applied for work with Alta before? Yes No Month & Year: _____

Do you have any relatives who receive services from Alta? Yes No

After you have been selected for employment, can you provide documentation on your eligibility for residence and employment in the United States? Yes No

Are you under 18? Yes No If yes, do you have a work permit? Yes No

Have you ever been convicted of a felony or misdemeanor? (Do not list marijuana-related misdemeanor convictions that are at least two years old.) (A criminal record is not necessarily a bar to employment. Each case is given individual consideration, based on job relatedness.) Yes No

Please explain: _____

Have you ever been discharged or rejected during probation from any job or employment within the past ten years? Yes No Explain: _____

Have you ever resigned under pressure or unfavorable circumstances from any job or employment within the past ten years? Yes No Explain: _____

Are you currently employed? Yes No May we contact your current employer? Yes No

Valid Driver's License No. and Issuing State: _____
Class: _____
Expiration Date: _____

U.S. Military Service? Yes No

Branch of Service: _____ Dates: _____ Rank/Rate at Discharge: _____

Special Training: _____

List any languages in which you are fluent: _____

EMPLOYMENT HISTORY

(Please list all prior employers – most recent first. Use additional paper if necessary.)

Company Name:			Kind Of Business:		
Street Address:		City:	State:	Zip:	Telephone:
Starting ->	Date:	Salary:	Position:		
Ending ->	Date:	Salary:	Position:		
Supervisor:		Title:	Telephone:		
Reason for Leaving: _____					

Responsibilities/Duties: _____					

Company Name:			Kind Of Business:		
Street Address:		City:	State:	Zip:	Telephone:
Starting ->	Date:	Salary:	Position:		
Ending ->	Date:	Salary:	Position:		
Supervisor:		Title:	Telephone:		
Reason for Leaving: _____					

Responsibilities/Duties: _____					

Company Name:			Kind Of Business:		
Street Address:		City:	State:	Zip:	Telephone:
Starting ->	Date:	Salary:	Position:		
Ending ->	Date:	Salary:	Position:		
Supervisor:		Title:	Telephone:		
Reason for Leaving: _____					

Responsibilities/Duties: _____					

Company Name:			Kind Of Business:			
Street Address:		City:		State:	Zip:	Telephone:
Starting ->	Date:	Salary:		Position:		
Ending ->	Date:	Salary:		Position:		
Supervisor:			Title:		Telephone:	
Reason for Leaving: _____						

Responsibilities/Duties: _____						

Company Name:			Kind Of Business:			
Street Address:		City:		State:	Zip:	Telephone:
Starting ->	Date:	Salary:		Position:		
Ending ->	Date:	Salary:		Position:		
Supervisor:			Title:		Telephone:	
Reason for Leaving: _____						

Responsibilities/Duties: _____						

Company Name:			Kind Of Business:			
Street Address:		City:		State:	Zip:	Telephone:
Starting ->	Date:	Salary:		Position:		
Ending ->	Date:	Salary:		Position:		
Supervisor:			Title:		Telephone:	
Reason for Leaving: _____						

Responsibilities/Duties: _____						

EDUCATION AND TRAINING

High School	Name: Location:	Graduate: Yes <input type="checkbox"/> No <input type="checkbox"/> GED: Yes <input type="checkbox"/> No <input type="checkbox"/>	No. Of Years:
College	Name: Location:	Major: Degree: No. of Units: Graduate: Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of Years:
College	Name: Location:	Major: Degree: No. of Units: Graduate: Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of Years:
Graduate School	Name: Location:	Major: Degree: No. of Units: Graduate: Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of Years:
Other	Name: Location:	Major: Degree: No. of Units: Graduate: Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of Years:

List any other certification, courses or training you have completed. Include location and dates:

Office Equipment Used:	PC Software Used:

APPLICANT CERTIFICATION:

I hereby certify that all statements made on this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement may result in my disqualification from further consideration for employment with Alta California Regional Center, or dismissal from such employment, if discovered at a later date.

I authorize Alta California Regional Center to investigate my references, work record, education or any other matters relating to my suitability for employment. I authorize my former or current employers and educational institutions to release any information they may have concerning my employment or education to Alta California Regional Center.

I specifically authorize Alta California Regional Center to use my Driver’s License information (if required, as part of this application) to conduct a driving record check with the Department of Motor Vehicles. I further give Alta California Regional Center the right to secure additional information from any source as necessary including, but not limited to, a criminal history record check. I release any and all sources of information from any liability for providing this information.

I understand that neither this document nor any offer of employment from Alta California Regional Center constitutes an employment contract unless a specific document to that effect is executed by both the authorized management employee and me in writing.

 Signature of Applicant (Please sign in ink) _____
 Date

JUSTIFACTS CREDENTIAL VERIFICATION, INC.

8085 Saltsburg Road, Suite 100, Pittsburgh, PA 15239

PHONE: (800) 356-6885 ~ FAX: (412) 798-4799

www.justifacts.com

Notification and Authorization to Conduct Employment Background Investigation

I hereby authorize Justifacts Credential Verification, Inc, an Agent for _____ to investigate my background to determine any and all information of concern to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information. I understand that this form indicates that a background search will be conducted and that this is my notification of that intent. I understand that the purpose of this background investigation is to determine my suitability for employment and may elicit information on my character, general reputation, personal characteristics and mode of living.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, criminal records and credit history through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service.

This authorization, in original or copy form, shall be valid for this initial report only.

PLEASE PRINT CLEARLY

FULL NAME: _____

OTHER NAMES USED/DATES: _____

CURRENT ADDRESS: _____ PHONE: _____

LIST ALL ADDRESSES FOR PAST 7 YEARS:

_____ Dates: _____

_____ Dates: _____

_____ Dates: _____

EMAIL ADDRESS: _____

SOCIAL SECURITY # _____

DRIVER'S LICENSE # _____ STATE ISSUED: _____

*** MAY WE CONTACT YOUR CURRENT EMPLOYER? _____ YES _____ NO _____

*** HAVE YOU EVER BEEN CONVICTED OF A CRIME? _____ YES _____ NO _____

Notice to California Applicants

(You may omit minor traffic offenses, any convictions which have been sealed, expunged or statutorily eradicated, convictions more than two years old for the following marijuana related offenses: HS11357b&c, HS11360c, HS11364, HS11365, HS11550, and misdemeanors for which probation was completed and the case was judicially dismissed)

If yes, please explain: _____

Note: No applicant will be denied employment solely on the grounds of conviction of a crime. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position will be considered.

SIGNATURE: _____ DATE: _____

Under Section 1786.22 of the California Civil Code, you have the right to request from Justifacts, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you which Justifacts has previously furnished within the two-year period preceding your request. You may view the file maintained on you by Justifacts during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

California, Minnesota & Oklahoma Applicants Only: Please check this box if you would like a copy of the background check mailed to you. Minnesota and Oklahoma applicants will receive a copy direct from Justifacts or its designee. California applicants may receive a copy from either the prospective employer or Justifacts.

NOTICE: Under federal law, you have the right to request disclosure of the nature and scope of our investigation by providing us with a written request within 60 days of our background investigation.

Subscriber certifies that consumer credit information, consumer reports, as defined by the Fair Credit Reporting Act, 15 U.S.C. 1681 at seq. ("FCRA"), will be ordered only when intended to be used as a factor in establishing a consumer's eligibility for employment and that consumer credit information will be used for no other purposes. It is recognized and understood that the FCRA provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency" (such as Justifacts) "under false pretenses shall be fined not more than \$5,000 or imprisoned not more than two years or both." REV. 3/05