

# Application For Employment

## Wolfe & Associates, Property Services

173 Chapel Street, Santa Barbara, CA 93111

Phone: (805) 964-6770

We consider applicants for all positions without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sex (including pregnancy), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other legally protected status.

**(PLEASE PRINT) APPLICANT MUST COMPLETE FORM THEMSELF!**

Position (s) Applied for

Date of Application

How Did You Learn About Us?

Advertisement

Employment Agency

Friend

Relative

Walk-in

Other \_\_\_\_\_

Last Name

First Name

Middle Name

Address

Number

Street

City

State

ZIP Code

Telephone Number(s)

Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes

No

Have you ever filed an application with us before?

Yes

No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?

Yes

No

If Yes, give date \_\_\_\_\_

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

If offered employment, can you provide evidence of your identity and authority to work in the United States?

Yes

No

On what date would you be available for work?

\_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?

Yes

No

Can you travel if a job requires it?

Yes

No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

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	Name & Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**

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**Describe any job-related training received in the United States military.**

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# Employment Experience

Start with your present or last job, **even if you are attaching a resume**. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. **\*Please explain any gaps in time between employment.**

Employer	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number (s)			
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number (s)			
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number (s)			
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number (s)			
Job Title	Supervisor		
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## Specialized Skills

\_\_\_ Microsoft Windows    \_\_\_ MS Publisher    Other (list): \_\_\_\_\_  
\_\_\_ MS Word            \_\_\_ MS Outlook            \_\_\_\_\_  
\_\_\_ MS Excel            \_\_\_ Copy & Fax Machines    \_\_\_\_\_

State any additional information you believe may be helpful to us in considering your application.

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? *We comply with the ADA and all comparable state law(s) and we are willing to discuss, consider and implement any reasonable accommodation(s) a qualified individual with a disability may need to perform the essential functions of his/her position.*

YES     NO

## References

1.	( )
(Name)	Phone #
(Address)	
2.	( )
(Name)	Phone #
(Address)	
3.	( )
(Name)	Phone #
(Address)	



# This Organization Participates in E-Verify

# E-Verify<sup>®</sup>



## SAMPLE ONLY!

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at [www.justice.gov/crt/osc](http://www.justice.gov/crt/osc).

## E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

**888-897-7781**

**[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**

### **NOTICE:**

**Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.**



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