



1525 Broadway
 Santa Monica, CA 90404
 (310) 451-8902
 www.coopportunity.com

APPLICATION OF EMPLOYMENT

IMPORTANT TO READ BEFORE FILLING OUT THIS APPLICATION!!

This application was designed for people applying for various positions. Please answer each question to the best of your ability. It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

WE CAN'T CONSIDER YOUR APPLICATION UNLESS ALL QUESTIONS ARE ANSWERED. THANKS!

Have you filed an application with us before? **Yes** **No** If yes, give date_____

PERSONAL INFORMATION

 First Name Middle Initial Last Name

Current Address:

 Street and Apt. # City State Zip Code

Telephone: _____ **E-mail:** _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

Yes **No**

(If applicable, please list your Work visa type, work visa #/expiration: _____)

Have you ever been convicted of a felony? **Yes*** **No**

***Answering yes does not automatically eliminate you from further consideration for employment.**

If you answered Yes, please explain:

Have you ever served in the U.S. Military? **Yes** **No**

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Special Honors:

Last Name: _____ First Name: _____ Middle Initial: _____

EMPLOYMENT HISTORY:

Present or Most Recent Employer

Employer: _____ Address: _____
Phone Number: _____
Your Position: _____ Salary: _____
Duties: _____
Dates of Employment: _____ to _____
Supervisor: _____ May we contact? Yes No
Name Title
Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____
Phone Number: _____
Your Position: _____ Salary: _____
Duties: _____
Dates of Employment: _____ to _____
Supervisor: _____ May we contact? Yes No
Name Title
Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____
Phone Number: _____
Your Position: _____ Salary: _____
Duties: _____
Dates of Employment: _____ to _____
Supervisor: _____ May we contact? Yes No
Name Title
Reason for leaving: _____

Last Name: _____ First Name: _____ Middle Initial: _____

EDUCATION

High School

Name and Location _____

Did you graduate? Yes No

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

Technical or Vocational School

Name and Address _____

Did you graduate? Yes No Attended from _____ to _____.

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

College or University

Name and Address _____

Did you graduate? Yes No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

College or University

Name and Address _____

Did you graduate? Yes No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

Position Specifications

~Position Applying For: _____

~How did you hear about this job? *Circle all that apply; if Employee Referral, write Employee's name*

Craigslist Santa Monica Daily Press **Employee referral: Emp. Name:** _____
Job board LATimesPrint CareerBuilder LAWeekly print LAWeekly Online Monster Outlook
classifieds Word of Mouth Sign in Store Santa Monica Mirror Walk-in

~Unless otherwise specified in our ad, New hires work evenings & weekends. Are you available to work at these times? Yes No

~When would you be able to start? _____ ~Desired salary: _____ per _____

Last Name: _____ First Name: _____ Middle Initial: _____

Other good stuff we'd like to know:

*Computer Skills: _____

*Why are you interested in working with us?

*What other skills, hobbies or experience do you have?

*Please describe any volunteer experience you'd like to share:

*If hired, could you show evidence of your right to work in the US? Yes No

Please Read Carefully, Initial Each Paragraph and Sign Below:

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize Co-opportunity to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Signature: _____ **Date** _____