



The Sea Ranch  
Association

## The Sea Ranch Association Employment Application

An Equal Opportunity Employer  
975 Annapolis Road, P.O. Box 16  
The Sea Ranch, California 95497  
707-785-2444

### Please Print

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Telephone No. (\_\_\_\_) \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_  
No. Street City State Zip

Physical Address if different from mailing address

\_\_\_\_\_ No. Street City State Zip

### Employment Desired

Position you are applying for: \_\_\_\_\_

Regular full-time work? . . . . . Yes \_\_\_ No \_\_\_

Regular part-time work?. . . . . Yes \_\_\_ No \_\_\_

Temporary work, e.g. summer or holiday work? . . . . . Yes \_\_\_ No \_\_\_

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, during what period of time will you be available?

From \_\_\_\_\_ To \_\_\_\_\_

Are you available for work on weekends? . . . . . Yes \_\_\_ No \_\_\_

Would you be available to work overtime, if necessary? . . . . . Yes \_\_\_ No \_\_\_

If hired, on what date can you start work? \_\_\_\_\_

Salary desired \_\_\_\_\_

**Personal Information**

Have you ever applied to or worked for The Sea Ranch Association before? Yes \_\_\_\_ No \_\_\_\_

If yes, when? \_\_\_\_\_

Do you have friends or relatives working for The Sea Ranch Association? . . Yes \_\_\_\_ No \_\_\_\_

If yes, state name and relationship \_\_\_\_\_

\_\_\_\_\_

Why are you applying for work at The Sea Ranch Association? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes \_\_\_\_ No \_\_\_\_

Are you at least 18 years old? . . . . . Yes \_\_\_\_ No \_\_\_\_

(If under 18, hire is subject to verification that you are of minimum age)

If hired, can you present evidence or proof of your legal right to work and live in this country? . . . . .

. . . . . Yes \_\_\_\_ No \_\_\_\_

Do you require an accommodation from The Sea Ranch Association in order to perform the essential functions of the job for which you are applying, or in order to complete the application process? . . . . . Yes \_\_\_\_ No \_\_\_\_

If yes, you may describe the nature of the desired accommodation if you wish: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony, except for a marijuana-related conviction older than two years? . . . . . Yes \_\_\_\_ No \_\_\_\_

If yes, state the nature of the crime(s), when and where convicted and disposition of the case:

\_\_\_\_\_

\_\_\_\_\_

(Note: no applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered).

Education, Training and Experience

<i>School</i>	<i>Name and Address</i>	<i>No. Years Completed</i>	<i>Did you Graduate?</i>	<i>Degree or Diploma</i>
High School			Yes ____ No ____	
College/ University			Yes ____ No ____	
College/ University			Yes ____ No ____	
College/ University			Yes ____ No ____	
Vocational/ Business			Yes ____ No ____	
Other				

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at The Sea Ranch Association? If so, please explain:

---



---



---

**Answer the following questions if you are applying for a professional position:**

Are you licensed/certified for the job applied for? . . . . . Yes \_\_\_\_ No \_\_\_\_

Name of license/certification \_\_\_\_\_

Issuing State \_\_\_\_\_

License/certification number \_\_\_\_\_

Has your license/certification ever been revoked or suspended? . . Yes \_\_\_\_ No \_\_\_\_

If yes, state reason(s), date of revocation or suspension and date of reinstatement

---



---



---

**Employment History**

List below all present and past employment starting with your most recent employer (last 10 years is sufficient).

1. **Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

May we contact? Yes \_\_\_\_ No \_\_\_\_

Your Position and Duties: \_\_\_\_\_

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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

2. **Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

May we contact? Yes \_\_\_\_ No \_\_\_\_

Your Position and Duties: \_\_\_\_\_

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

3. **Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

May we contact? Yes \_\_\_\_ No \_\_\_\_

Your Position and Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

4. **Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

May we contact? Yes \_\_\_\_ No \_\_\_\_

Your Position and Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

5. **Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

May we contact? Yes \_\_\_\_ No \_\_\_\_

Your Position and Duties: \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

6. **Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

May we contact? Yes \_\_\_\_ No \_\_\_\_

Your Position and Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

### Military Service

Have you obtained any special skills or abilities as the result of service in the military? .....Yes \_\_\_\_ No \_\_\_\_

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### References

List below three persons who have knowledge of your work performance within the last three years.

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Telephone No. (\_\_\_\_) \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Telephone No. (\_\_\_\_) \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Telephone No. (\_\_\_\_) \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

## Please Read and Sign Below

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 omissions 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.

I hereby authorize The Sea Ranch Association to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize my former employer(s) to disclose to The Sea Ranch Association 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 Sea Ranch Association, my former employers and all other persons, corporations, partnerships and associations for any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that a conditional job offer may require passing a medical examination, a drug screening and/or an examination of my driving record.

I understand that The Sea Ranch Association, upon request, may make reasonable accommodation or provide such reasonable assistance necessary to enable a qualified individual to participate in the application process.

I understand that The Sea Ranch Association is an at-will employer, and nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between me and The Sea Ranch Association. 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 Sea Ranch Association, and that no promises or representations contrary to the foregoing are binding on The Sea Ranch Association unless made in writing and signed by me and The Sea Ranch Association's Chief Executive Officer.

Date\_\_\_\_\_ Applicant's Signature\_\_\_\_\_