



The Sea Ranch Association Employment Application

The Sea Ranch Association
An Equal Opportunity Employer
975 Annapolis Road
Mailing Address: P.O. Box 16
The Sea Ranch, California 95497
707-785-2444
707-785-3555 Fax
www.tsra.org

You may fill out this application using your computer or by hand.
Once complete, please be sure to print and provide an original signature.

Date:

Name:

Last First Middle

Telephone: Social Security #

Mailing Address:

Street City State Zip

Physical Address if different from mailing address:

Street City State Zip

Email Address:

Employment Desired

Position you are applying for:

Regular Full-time work? Yes No

Regular Part-time work? Yes No

Temporary (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?



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:



The Sea Ranch Association
 An Equal Opportunity Employer
 975 Annapolis Road
 Mailing Address: P.O. Box 16
 The Sea Ranch, California 95497
 707-785-2444
 707-785-3555 Fax
www.tsra.org

Education, Training and Experience

| School | Name and Address | No. Years Completed | Did you Graduate? | Degree or Diploma |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| High School | <input type="text"/> | <input type="text"/> | Yes No | <input type="text"/> |
| College/ University | <input type="text"/> | <input type="text"/> | Yes No | <input type="text"/> |
| College/ University | <input type="text"/> | <input type="text"/> | Yes No | <input type="text"/> |
| College/ University | <input type="text"/> | <input type="text"/> | Yes No | <input type="text"/> |
| Vocational/ Business | <input type="text"/> | <input type="text"/> | Yes No | <input type="text"/> |
| Other | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

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 or 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 this employer?

Yes

No

Your Position and Duties:

Dates of Employment

From:

To:

Reason for Leaving:

2. **Name of Employer:**

Address:

Type of Business:

Telephone No:

Supervisor's Name:

May we contact this employer?

Yes

No

Your Position and Duties:

Dates of Employment

From:

To:

Reason for Leaving:

3. **Name of Employer:**

Address:

Type of Business:

Telephone No:

Supervisor's Name:

May we contact this employer?

Yes

No

Your Position and Duties:

Dates of Employment

From:

To:

Reason for Leaving:



The Sea Ranch Association
An Equal Opportunity Employer
975 Annapolis Road
Mailing Address: P.O. Box 16
The Sea Ranch, California 95497
707-785-2444
707-785-3555 Fax
www.tsra.org

Military Service

Have you obtained any special skills or abilities as the result of service in the military?

Yes No

If so, describe:

References

Below, list three persons who have knowledge of your work performance within the last three years.

1. Name:

Address:

Occupation:

Email Address:

Telephone No:

Number of Years Acquainted:

2. Name:

Address:

Occupation:

Email Address:

Telephone No:

Number of Years Acquainted:

3. Name:

Address:

Occupation:

Email Address:

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 further acknowledge that a job offer may be conditional upon my response to further questions regarding any possible criminal activity on my record, and might include professional background checks, including identity verification.

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.

Applicant's Name:

Applicant's Signature:

Date: