



# APPLICATION FOR EMPLOYMENT

Please **PRINT CLEARLY**

**Answer All Questions.** Résumés are not a substitute for a completed application.

We are an Equal Opportunity Employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or any other category protected by applicable federal, state, or local laws.

**SEEK EDUCATION, INC. IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT, REGARDLESS OF ANY PROVISION IN THIS APPLICATION OR OTHER COMPANY DOCUMENTS, IF HIRED, SEEK EDUCATION, INC. OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING CONTAINED IN THIS APPLICATION OR ANY OTHER COMPANY DOCUMENT CREATES A CONTRACT OF EMPLOYMENT.**

## APPLICANT INFORMATION

Applicant Name \_\_\_\_\_

Present Address \_\_\_\_\_  
(Street, Apartment, or Unit Number) City State Zip

Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_ Cellular Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you legally eligible to work in the United States? If hired, can you provide proof of your legal right to work in the U.S.?

Yes ☐ No ☐

Yes ☐ No ☐

Have you previously applied for employment with us? Yes ☐ No ☐ If yes, when and where did you apply? \_\_\_\_\_

Have you ever been employed by the company? Yes ☐ No ☐

If yes, provide dates of employment and reason for separation from employment \_\_\_\_\_

Were you referred by a SEEK employee? Yes ☐ No ☐ If yes, please provide name(s) \_\_\_\_\_

How did you find out about us? ☐ Indeed ☐ Job Fair ☐ Company Website ☐ Other \_\_\_\_\_

## EMPLOYMENT DESIRED

Position applied for (check one):

☐ Behavior Technician

☐ Clinical Supervisor

☐ Behavior Analyst

☐ Administrative

☐ OTHER \_\_\_\_\_

Are you available to work: ☐ Full-time ☐ Part-time ☐ Temporary Date available to start: \_\_\_\_\_

Are you willing to work overtime if required?

Are you willing to work on weekends?

Are you willing to travel?

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No



## EDUCATION

Education	School Name and Location (City & State)	Course of Study or Major	Years Completed	Diploma/Degree
High School				
College				
Graduate/Professional				
Trade or Correspondence				

## EMPLOYMENT HISTORY

Starting with your most recent job, list your employment history for the past 5 years or your last 3 employers.

☐ Check if you do not have any previous employment experience.

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer? ☐ Yes ☐ No

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer? ☐ Yes ☐ No

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer? ☐ Yes ☐ No



#### FOREIGN LANGUAGES

Do you speak any foreign languages? ☐ Yes ☐ No

☐ Mandarin ☐ Chinese/Cantonese ☐ Vietnamese ☐ Spanish ☐ Other: \_\_\_\_\_

Can you read in these languages? ☐ Yes ☐ No

Can you write in these languages? ☐ Yes ☐ No

#### LEGAL INFORMATION

If required, will you undergo a pre-employment Department of Justice Fingerprinting? ☐ Yes ☐ No

Have you used any name other than the name you are currently using while attending school or with a previous employer? ☐ Yes ☐ No

If yes, please list name(s) you used: \_\_\_\_\_

Have you ever been terminated or asked to resign from any job?

If yes, please explain:

#### REFERENCES

Provide 3 professional references. We need all columns completed.

This can be supervisors/managers from: previous jobs, volunteering experiences, and/or internships. Or teachers/professors, sports coach, church pastor, etc.

NAME	EMAIL	TELEPHONE NUMBER	COMPANY

#### ACKNOWLEDGMENT AND AUTHORIZATION

By signing below, I acknowledge and agree to the following terms, which comply with current California laws.

##### 1. Employment At-Will Acknowledgment

This Company is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this application, if hired, the Company or I may terminate the employment relationship at any time, for any reason, with or without cause or notice.

- Nothing in this application, or in any document or statement, written or oral, shall limit the right to terminate employment at-will.
- No officer, employee, or representative of the Company is authorized to enter into an agreement—express or implied—with me or any applicant for employment for a specified period of time unless such an agreement is in a written contract signed by the President of the Company.
- If hired, I agree to conform to the rules and regulations of the Company, and I understand that the Company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.



## **2. Company Property and Personal Property Investigations**

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of Company property, including, but not limited to, files, lockers, desks, vehicles, and computers. In certain circumstances, this may also extend to my personal property while on Company premises or when used in connection with Company business.

## **3. Confidentiality and Conflict of Interest**

I understand and agree that, as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign additional agreements, including but not limited to confidentiality, restrictive covenant, and/or conflict of interest statements.

## **4. Accuracy of Information Provided**

I certify that all the information I have provided on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge.

- I understand that any falsification, misrepresentation, or omission of information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate termination.

## **5. Authorization for Verification of Information**

I authorize the Company or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking to the extent permitted by federal, state, or local law.

- I agree to complete any requisite authorization forms for background investigations, which may be permitted by federal, state, and/or local law.
- If applicable and allowed by law, I will receive separate written notification regarding the Company's intent to obtain "consumer reports."
- I authorize and consent, without reservation, to any party or agency contacted by the Company to furnish the requested information.
- I release, discharge, and hold harmless the Company, its representatives, and any party delivering information from any liability, claims, or causes of action arising from the disclosure of such information.

If hired, I authorize the Company to provide truthful information concerning my employment to future employers and hold the Company harmless for providing such information.

## **6. Eligibility to Work in the United States**

If hired, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States. I also understand this Company employs only individuals who are legally eligible to work in the United States.

## **7. Application Validity**

This application will be considered active for a maximum of sixty (60) days. If I wish to be considered for employment after that time, I must reapply.

## **Certification and Acknowledgment**

I certify that all the information I have provided on this application is true, accurate, and complete. I understand and agree that by signing below, I have read and acknowledged all the terms listed above.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## WORK AVAILABILITY

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Availability Instruction:

For each day, select your availability:

- Open Availability: **between 6:00 AM and 8:30 PM**
- Unavailable: **You are not available to work that day.**
- Specify Hours you are available to work: **Indicate your specific time range (e.g., 9:00 AM - 5:00 PM).**

Day	Open Availability	Unavailable	Specify Hours (Start - End)
Monday	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Tuesday	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Wednesday	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Thursday	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Friday	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Saturday	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Sunday	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Personal Information

Home Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Education Level (Check One):

☐ High School Diploma   ☐ 12 College Units   ☐ Associate's Degree (AA/AS)

☐ Bachelor's Degree (BA/BS)   ☐ Master's Degree (MA/MS)

Preferred Maximum Weekly Hours (Check One):

☐ 10-15   ☐ 15-20   ☐ 20-25  
hours   hours   hours



**Mileage Range Willing to Travel (Check One):**

☐ 20 miles    ☐ 25 miles    ☐ 30 miles    ☐ Open Mileage

**Languages Spoken Fluently:** \_\_\_\_\_

\_\_\_\_\_

**Acknowledgment:**

I understand that my availability and preferences are subject to review and approval by management. I will promptly communicate any changes to my availability.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_