



## Application Instructions

- This application is best viewed and filled with Adobe Acrobat Reader for Android/IOS/Windows
- All fields highlighted in red are required. If the field does not apply write "N/A"
- Include your resume if you have one. Your application is key in understanding your qualifications and areas of interest. Your resume is not a substitute for your application.
- E-mail all completed applications and resumes to:  
Resumes@SierraEmployment.com



**EMPLOYMENT APPLICATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Cell Provider: \_\_\_\_\_

Email: \_\_\_\_\_ Emergency Contact Number: \_\_\_\_\_

Do you have a current Drivers License?  Yes  No Please specify: \_\_\_\_\_ (state) \_\_\_\_\_

If yes, will you provide your personal automobile insurance policy identification card?  Yes  No

If the assignment you are applying for involves driving a motor vehicle: Will you release your driving record (MVR) to us for review?  Yes  No

Are you willing to submit a drug screen in accordance with our policy?  Yes  No

Are you willing to release your background information inclusive of criminal records?  Yes  No

Type of Employment desired:  Days  Nights  Weekends  Full-Time  Part-Time  Temporary

Which of the following languages do you speak fluently? English \_\_\_\_\_ Spanish \_\_\_\_\_ Other \_\_\_\_\_

**EDUCATION**

Type	Name of School	Course of Study	Did you graduate?
High School			Yes No
College/University			Yes No
Vocational/Trade Schools			
List any professional or vocational certifications, licenses, or registrants that you currently hold or have held in the past.			
Describe any specialized training, apprenticeship, skills, extracurricular activities, honors, scholarships, appointments, awards, or special recognition that you have received.			

**References:** List three additional business/professional references who have known you for at least a year.

Name	Business	Telephone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

SKILLS AND JOB EXPERIENCE

Please list the skills that you are proficient in below. Please note that some or all of the skills listed may be verified via standardized testing and job references. Skills should be experience and educational related. Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, certifications, professional memberships, training, hobbies, etc. Mark the number of years experience that you have had relating to the skills. **Please make sure to review and complete both pages.**

<b>Administrative</b>	<b>Years</b>	<b>Hospitality</b>	<b>Years</b>	<b>General Skills</b>	<b>Years</b>
Office Manager		<b>Food and Beverage</b>		Cashier	
Administrative Assist.		Banquet Setup/Take down		Customer Service	
Data Entry Clerk		Buser		Janitorial	
Bank Teller		Chef		Sales	
File Clerk		Line Cook		Security	
HR Clerk		Dishwasher		Shipping/Receiving	
Legal Secretary		Host/Hostess		Inventory	
PBX Operator		Banquet Captain		Retail	
Receptionist		Bartender			
Exec. Secretary/Admin		Bar Server			
Secretary/Admin		Barista			
Bookkeeper		Server		<b>Additional Skills/Experience</b>	
Payroll Clerk		Server-Fine Dining			
AP/AR Clerk		Wine Steward			
Medical Front Office		Banquet Server			
Medical Back Office		Food and Beverage Mgr			
Medical Billing		Conf. Svcs/Event Coord.			
Typing <u>    </u> WPM		<b>Front Desk</b>			
Phone Lines 1-10		Concierge			
Phones Lines 10+		Door Person/Greeter			
Transcription		Guest Service/Bell Person			
Shorthand/Dictation		Shuttle Driver			
10 Key		Parking Attendant			
<b>Software</b>		Reservationists			
MS Access		Front Desk Clerk			
MS Excel		Front Desk Manager			
MS Outlook		Shift Manager			
MS Word		Auditor			
MS PowerPoint		<b>Housekeeping/Laundry</b>			
Corel Draw		Housekeeper			
PageMaker		Stockperson			
Publisher		Laundry Person			
Word Perfect		Housekeeping Manager			
QuickBooks		Laundry Manager		<b>Professional, Occupational or Educational Certificates</b>	
Peach Tree		<b>Property Management/Maint.</b>			
		Pool/Spa Maintenance			
		Hotel Groundskeeper			
<b>Other</b>		Hotel Maintenance			
		Maintenance Manager			
		Property Manager			

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<b>Professional</b>	<b>Years</b>	<b>Construction</b>	<b>Years</b>	<b>Construction</b>	<b>Years</b>
CPA		Superintendent		HVAC	
General Manager		Foreman		Plumber	
Project Director		Project Mgr/Coordinator		Electrician	
Project Coordinator		General Contractor			
Project Manager				Insulation	
HR Generalist		Carpenter-Finish		Drywall	
HR Manager		Carpenter-Framing		Painter	
HR Director		Carpenter-Siding			
RN		Carpenter-Roof Cutter		Tile Setter	
LVN				Stone Setter	
CNA		Concrete Form-Setter		Wood Flooring	
Paralegal		Concrete Finisher		Carpet	
Accountant				Vinyl Flooring	
Legal Assistant		Cabinet Installer			
Development Manager		Countertops		Roofing	
Construction Manager					
Web Designer		Mason-Stone		Landscaper	
Sales/Marketing Director		Mason-Block		Landscaper-Sprinkler	
Graphic Designer					
Marketing Manager		Asphalt		Building Maintenance	
IT		<b>Construction License/Certification</b>		<b>CSLB License or Cert. #</b>	
Other (Please Specify):		Electrical			
		Mechanical			
		General Contractor			
		Chemical Handling			
		Pesticide			
		Forklift			
		Crane Operation			
		Commercial Drivers			
		Heavy Equipment Operator			
		Other (please specify):			
<b>Language/s</b>	√	<b>Additional Construction Experience or Skills:</b>			
English					
Spanish					
Bilingual					
French					
German					
Italian					
Other					



**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are You Employed Now?  Yes  No If Yes, May We Inquire of Your Present Employer?  Yes  No

Ever Applied to This Company Before?  Yes  No Where?: \_\_\_\_\_ When?: \_\_\_\_\_

Referred By: \_\_\_\_\_

**EMPLOYMENT HISTORY** – We require at least **5 years** history including phone numbers. Please document any gaps in your employment history.

Date From	Date To	Business Name, City & Business Phone	Position & Duties

**APPLICANT'S STATEMENT**

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment. I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application. I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I authorize Sierra Employment Services (SES) to send text messages to my cell phone to convey employment information regarding job opportunities and other important SES information. I understand that standard text messaging rates will apply to any messages received from SES. I also understand that I or SES may revoke this permission in writing at any time. I agree not to hold SES liable for any electronic messaging charges or fees generated by this service. I further agree that in the event my cell phone number and or cell provider changes I will inform SES immediately.

**I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.**

Print Name: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_