

6. Do you have any health, medical, or physical problems which would interfere with your ability to perform the full range of duties of the position for which you are applying? YES NO

If yes, give details in item 17. Passing a medical exam may be required for appointment to a permanent position.

7. Have you ever been convicted by any court of an offense? YES NO

If yes, give details in item 17. Conviction is not necessary disqualifying. Each case will be evaluated on its own merits, and its applicability to this position.

You may omit:

- A. Traffic violations for which time the fine imposed was \$50 or less.
- B. Any offense committed prior to your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law.
- C. Any incident that has been sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45.

8. Have you ever been discharged from any employment or ever forced to resign? YES NO

If yes, give details in item 17.

9. Are you now or have you been employed by CVOC? YES NO

If yes, give details in item 17.

10. Are you related by blood or marriage to any person presently employed by CVOC? YES NO

If yes, give name, relationship and department in which employed in item 17.

11. Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. High School Certificate? YES NO

B. Name of High School _____
 Location of School _____

CERTIFICATE OF APPLICANT (Read this statement carefully before signing): I hereby certify that all statements made on or in connection with this application, including those regarding my training and experience are true and complete to the best of my knowledge and belief, and I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment by the Central Valley Opportunity Center.

Thank you.

 Your Signature

 Date

12. Colleges and Schools attended after High School.

| NAME Indicate where located and if Graduate School or College | Major | Date Graduate | Total Units or Hours | Degree Received |
|---|-------|------------------|-------------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |

13. Do you possess any job related license or certificate:

a. Title _____

b. License No. _____ Issuing State _____
 Date Issued _____ Date Expires _____

14. FOR CLERICAL POSITIONS:
Affirmation of Typing or Shorthand Skills

A. I can type at a speed of:
 40 45 50 70 Words per minute

B. I can take shorthand dictation at a speed of:
 80 90 100 110 Words per minute

15. In addition to English, I possess Verbal Written fluency in:

Spanish American Standard Sign Language
 Japanese Hmong Korean Laotian
 Filipino Portuguese Vietnamese Other: _____

16. List three references (Not relatives or previous employers)

| Name | Address | Phone Number |
|-------|---------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

17. Additional Remarks (Attach extra sheet if necessary)



CENTRAL VALLEY OPPORTUNITY CENTER, Inc.

"Helping People... Changing Lives"

Corporate Office
Winton Center
P.O. Box 1389
6838 Bridget Court
Winton, CA 95388
(209) 357-0062
Fax: (209) 357-0071

EMPLOYMENT VERIFICATION & REFERENCE CHECK AUTHORIZATION

Required Proof of Coursework, Degrees, etc.

Stanislaus County
Center
1581 Cummins Drive, Suite 100
Modesto, CA 95358
(209) 577-3210
Fax: (209) 550-5958

Notice to All Applicants:

Central Valley Opportunity Center (CVOC) conducts employment verification and reference checks on all applications recommended for further consideration in the selection process. Further, CVOC thoroughly investigates and requires proof of any coursework, certificates, degrees and other attainments listed by an applicant on the employment application and/or resume. CVOC therefore requests your authorization as follows:

Energy Assistance/
Weatherization
3860 Brickit Court
Ceres, CA 95360
(209) 537-9378 - Energy
(209) 541-0496 - Weatherization

I hereby authorize CVOC 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 any information related to my work records, without giving me prior notice of such disclosure.

Madera County Center
1930 Howard Rd., Ste. 125
Madera, CA 93637
(559) 662-0100
Fax: (559) 664-5903

I understand that in the course of verifying my past employment history, CVOC will contact my current employer as well as all listed employers on my employment application.

Important:

I will provide proof of any coursework, certificates, degrees, and other attainments listed on my application upon application materials submittal or no later than on the date of interview should I be called for an interview for this recruitment.



Print Applicant Name: _____

Applicant Signature: _____ Date: _____

Rick Osorio
Board Chairman

Jorge De Nava Jr.
Executive Director

An Equal Opportunity Employer & Training Center



CENTRAL VALLEY OPPORTUNITY CENTER, Inc.

"Helping People... Changing Lives"

Affirmative Action Survey

Central Valley Opportunity Center is an Equal Opportunity / Affirmative Action / Drug-Free Employer. To help carry out our EEO/AA obligations, please fill out this form. This information will be kept separate and confidential and will not be used in any way to make any employment decisions. Thank you.

"Equal opportunity in employment is afforded to all qualified applicants, and no person shall be discriminated against in employment because of race, color, national origin, sex, religion or disability. If you believe you have been discriminated against for these reasons in consideration of your job application, it is your right to notify the appropriate federal or state agency of your complaint."

Corporate Office
Winton Center
P.O. Box 1389
6838 Bridget Court
Winton, CA 95388
(209) 357-0062
Fax: (209) 357-0071

Stanislaus County
Center
1581 Cununins Drive, Suite 100
Modesto, CA 95358
(209) 577-3210
Fax: (209) 550-5958

Energy Assistance/
Weatherization
3860 Brickit Court
Ceres, CA 95360
(209) 537-9378 - Energy
(209) 541-0496 - Weatherization

Madera County Center
1930 Howard Rd., Ste. 125
Madera, CA 93637
(559) 662-0100
Fax: (559) 664-5903

Print Name: _____ SS #: _____

Position Applying For: _____

Date of Birth: _____

Ethnicity (check appropriate category):

_____ **American Indian or Alaskan Native** (Includes all persons having origins in any of the original peoples of North America)

_____ **Asian or Pacific Islander** (Includes all persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands)

_____ **Black** (Includes all persons having origins in any of the Black racial groups)

_____ **Filipino** (Includes all persons having origins in the Philippine Islands)

_____ **Hispanic** (Includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race)

_____ **White** (Includes all persons having origins in any of the original people of Europe, North Africa, The Middle East, or the Indian Subcontinent)

Veteran Status

Are you a veteran of the armed forces? _____ Yes _____ No

For the purposes of this section, a veteran is one who has received an honorable discharge from active duty, is not receiving a non-disability retirement, and has served during one of the following wartime or equivalent periods: World War II, Korean War, Vietnam.

Disability

Do you have a disability: _____ Yes _____ No

A person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment or (3) is regarded as having such an impairment. We wish to make appropriate job accommodations for otherwise qualified disabled applicants. If you check "Yes", please check one of the following as appropriate:

_____ Visual _____ Hearing _____ Speech _____ Physical _____ Developmental



Rick Osorio
Board Chairman

Jorge De Nava Jr.
Executive Director

An Equal Opportunity Employer & Training Center