

AN EQUAL OPPORTUNITY EMPLOYER

All employment decisions are made without regard to unlawful considerations of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other legally protected status. Reasonable accommodations are available to qualified disabled individuals, upon request.

APPLICATION FOR EMPLOYMENT

Rancho Santa Fe Association
Post Office Box A, Rancho Santa Fe, CA 92067-0359
858-756-1174 • 858-756-9814 (Fax)

PERSONAL INFOR	MATION									
LAST NAME			FIRST NAME							
ADDRESS (street address)				(city, state/zip)						
TELEPHONE #			May we call you at work? ☐ yes ☐ no		Are you age 18 or over? yes no If no, you will be required to provide a valid work permit or proof of graduation from high school or the equivalent, if hired.					
If offered employment with Rancho Santa Fe Association, will you be able to provide documentation that you are authorized to work in the United States? yes no										
As a condition of employment with Rancho Santa Fe Association, successful candidates must provide written documentation to prove either citizenship or proper authorization to work in the United States. Specific instructions will be provided prior to your first day of employment regarding legally required documentation.										
POSITION INFORMATION										
		What is your desired salary or rate of pay? per			Type of work desired: Full-Time □ Part-Time □					
		•	<i>F</i>		What hours are you av	/ailable?				
What date will you be	e available to begin	Will you accept temporary work? ☐ yes ☐ no								
Please be advised that overtime may be a job requirement for some positions.										
Are you willing to work overtime?										
Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? yes no (A Company representative will provide a job description which includes the essential functions of the position, if needed.)										
How were you referred to Rancho Santa Fe Association? ☐ Advertisement ☐ Community Agency ☐ College Job Board ☐ EDD ☐ Employment Agency ☐ Walk In ☐ College Recruiting ☐ Employee Referral (name) ☐ Other (please explain):										
EDUCATION INFORMATION										
	Name/Location of School (city/state)		Course of Major	Study/	# of Years/Highest Grade Completed	Diploma Received?				
High School						□ yes □ no				
College						□ yes □ no				
Graduate School						□ yes □ no				
Trade School						□ yes □ no				
Do you have any educational, employment or other related records in any other name? ☐ yes ☐ no ☐ If yes, please specify:										

Continued on the Next Page

May 2018 (Page 1 of 2)
DM2\8830260.1

WORK HISTORY List full-time and part-time work history (paid or unpaid), most recent first. If you have additional work history, please attach an additional sheet, even if you attach a resume.

Work History			Dates Employed					
Job Title:		From:	From:		То:			
Company Name:								
Company Address:								
Supervisor Name: Phone:			May we contact for a reference? ☐ yes ☐ no					
Please briefly describe your job duti	es:	Reason	Reason for leaving:					
Work History		Dates E	Dates Employed					
Job Title:		From:		To:				
Company Name:								
Company Address:								
Supervisor Name: Phone:			May we contact for a reference? ☐ yes ☐ no					
Please briefly describe your job duties:			Reason for leaving:					
Work History	Dates E	Dates Employed						
Job Title:	From:	From:		То:				
Company Name:		_		ı				
Company Address:								
Supervisor Name:	May we	May we contact for a reference? ☐ yes ☐ no						
Please briefly describe your job duti	Reason	Reason for leaving:						
REFERENCES								
Name/Relationship	Email/Phone	Email/Phone		Business				
1								
2								
3								
Please Read Carefully								
I hereby certify that the information contained in this application form (and any resume submitted) is true and correct to the best of my knowledge and agree to have any of the statements checked by Rancho Santa Fe Association unless I have indicated to the contrary. I understand that any misrepresentations, falsification, or material omission of information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment.								
IF HIRED, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT WILL BE AT-WILL AND MAY BE TERMINATED AT THE OPTION OF EITHER RANCHO SANTA FE ASSOCIATION OR MYSELF, AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE. In connection with this at-will policy, I understand that Rancho Santa Fe Association reserves the right to alter my position and to impose any form of discipline it determines is appropriate, at any time, at its sole discretion. I further understand that the at-will employment relationship cannot be altered unless it is done specifically, in writing, and signed by Rancho Santa Fe Association Manager.								
I have read the provisions set forth above and agree to all of the terms and conditions stated therein.								
Applicant Signature * Date								
* Check here to sign and date electronically. Electronic signers, please type your full name in the "signature" field and type								

today's date in the "date" field. Your electronic signature will serve as your acknowledgment of the terms and conditions herein.