

**APPLICATION FOR EMPLOYMENT
CALIFORNIA**

To be sure your application is properly evaluated all questions should be answered as carefully and completely as possible. If you need more space for your answers, please attach a separate sheet. Feel free to add any information which will help us evaluate your qualifications for employment. A resume may be used to supplement (but NOT replace) your responses. Please print in ink or type.

Office Use Only
Interviewer _____
Open Position? <input type="checkbox"/> Yes <input type="checkbox"/> No

Date _____

Company Name Creative Bus Sales, Inc. (Referred to as "the Company")

Company Location _____

Position _____

How did you come to complete an application?

- Advertisement Employee Referral (Employee Name: _____)
 Walk-In Other (Please Explain: _____)

Full Name _____
Last First Middle

Phone Number: () _____

Present Address _____
Street Apt.

City State Zip

Do you have any friends or relatives who currently work for the Company? Yes _____ No _____
 If yes, state name(s) and relationship:

Have you previously been employed by The Company? Yes _____ No _____

If yes, when? _____ Where? _____

In what position? _____

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation? Yes _____ No _____

If necessary, please describe what type(s) of reasonable accommodation are needed:

EDUCATION

Education	Name & Location	Years Completed	Degree	Major	Grade Pt. Avg.
High School		9 10 11 12			
Comm./Jr. College		1 2			
Trade School		1 2			
College/ University		1 2 3 4			
Graduate School		1 2 3 4			

Have you ever worked or attended school under a different name? Yes _____ No _____

If yes, what name? _____

Are you over eighteen years of age? Yes _____ No _____

Are you available to work overtime? Yes _____ No _____

Can you, after employment, submit verification of your legal right to work in the United States?
Yes _____ No _____

Except for offenses pertaining to marijuana more than two years ago, have you ever been convicted of a crime, felony, or misdemeanor? A conviction includes a plea, verdict or finding of guilt regardless of whether sentence was imposed by the court. (You may exclude those convictions which have been judicially sealed, expunged, or statutorily eradicated. You may exclude information regarding a referral to, or participation in, any pre-trial or post-trial diversion program. You may also exclude a misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed.) A conviction will not necessarily disqualify you from employment. Yes _____ No _____

If yes, state the nature of the crime(s), when and where convicted, and disposition of the case.

Are you currently on bail or on your own recognizance pending trial for any crime, felony, or misdemeanor?

Yes _____ No _____

If yes, please explain. (An affirmative response will not necessarily disqualify you from employment.)

PREVIOUS EMPLOYMENT

(Most Recent First)

A resume may be attached to supplement (but NOT replace) this information.

Employment Dates Mo. Yr. To Mo. Yr.	Company Name and Telephone	Position	Ending Base Salary (NOT including overtime, bonus, or commission)	Supervisor	Specific Reason for Leaving (e.g. NOT "better opportunity")

If commission paid, please complete the following

Company Name	Commission paid in last year (e.g. \$15,000)	Goal \$ (e.g. Goal was \$1.2 million)	Goal Actual: Percentage Reached (e.g. 90% of target)	Ranking Against Similar Positions (e.g. 2 out of 15)	Comments

Are you currently working? Yes ____ No ____

Have you ever been terminated or asked to resign from employment? Yes ____ No ____

If yes, please explain the circumstances.

REFERENCES

(Do NOT Include Relatives)

Please list three people who have knowledge of your work performance (or school) within the last 5 years.

Name and Occupation	Phone Number	Years Known	Relationship	Office Use Only

WORK AVAILABILITY

If offered a position, what date would you be able to begin work for the Company? _____

Please indicate hours that you are available for work in the chart below by drawing a line through the times that you ARE available:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM							
04:00 PM							
05:00 PM							
06:00 PM							
07:00 PM							
08:00 PM							
09:00 PM							
10:00 PM							

When does this Work Availability chart go into effect? _____

How long is this Work Availability chart be in effect? _____

Do you have reliable transportation to and from work for the times you have indicated availability? _____

How often are you willing to travel if necessary to fulfill the responsibilities of your position?

ADDITIONAL INFORMATION

In the space provided below provide any additional information you feel will assist us in evaluating your qualifications for employment, including technical training/education, professional registrations, memberships and scholastic awards, honors (unless such information might indicate race, religion, age, sex, or any other protected classification).

CERTIFICATION- PLEASE READ CAREFULLY

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any misrepresentation, falsification, or omission of information may result in denial of employment or, if hired, may result in termination of my employment. _____ (Initial here to verify that you have read and understand the contents of this paragraph)

I authorize The Company to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize those contacted to give The Company (without further notice to me) any and all information, letters, reports, or other documents bearing upon my qualifications for employment. _____ (Initial here to verify that you have read and understand the contents of this paragraph)

I expressly agree and understand that, if employed, my employment with The Company will be at-will. That is, if employed, at all times during my employment, both The Company and I reserve the right to terminate my employment and compensation with or without cause and with or without notice, at any time. I further understand that the at-will nature of my employment with The Company can only be modified by an express written agreement with The Company signed by its President and me. I understand that this at-will employment relationship cannot be modified by any oral or implied agreement or by any person, statement, act, and series of events or pattern of conduct. _____ (Initial here to verify that you have read and understand the contents of this paragraph)

If employed by The Company, as a term and condition of my employment, both The Company and I expressly agree that any controversy or claim arising out of or relating to my employment with The Company or the termination of my employment (other than claims for workers' compensation or unemployment compensation benefits), will be submitted to binding arbitration in Orange County, California, before a mutually agreed upon arbitrator from Judicial Arbitration and Mediation Services ("JAMS"), as the exclusive remedy for such controversy or dispute. The Company will bear all costs unique to arbitration. (Attorneys' fees are not considered "costs unique to arbitration" pursuant to this agreement.) Both The Company and I will be entitled to discovery in accordance with California Code of Civil Procedure section 1283.05. The arbitrator shall issue a written decision setting forth his or her essential findings and conclusions. The decision of the arbitrator shall be bound by generally acceptable legal principles, including but not limited to, all rules and legal principles concerning potential liability, burdens of proof, remedies, and measure of damages found in all applicable California statutes and administrative rules and codes, and all California case law. Judgment upon any award rendered by the arbitrator may be entered in any court having jurisdiction thereof. In agreeing to this arbitration provision, I understand and agree that both The Company and I are waiving the right to a jury trial as to any issue subject to this arbitration provision. _____ (Initial here to verify that you have read and understand the contents of this paragraph)

I further agree that, if hired, upon termination of my employment, I will promptly return all property in my custody belonging to The Company, including, but not limited to, keys, key cards, and manuals. _____ (Initial here to verify that you have read and understand the contents of this paragraph)

Signature: _____ Date: _____