

# APPLICATION FOR EMPLOYMENT

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Costa Mesa, Ca. 92626  
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LEGENDARY PEOPLE • LEGENDARY SERVICE

Arnel and Affiliates (hereinafter "Arnel") is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

Referral Source: \_\_\_\_\_

Desired Salary: \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Other Name(s) Used: \_\_\_\_\_

S.S.# \_\_\_\_\_ Driver's Lic. # \_\_\_\_\_

1. Have you ever interviewed with Arnel and Affiliates or its Affiliates before? \_\_\_\_\_ If yes, when: \_\_\_\_\_

2. Have you been employed by Arnel and Affiliates or its Affiliates before? \_\_\_\_\_ If yes, when: \_\_\_\_\_

3. Do you have any friends or relatives employed by Arnel and its Affiliates? \_\_\_\_\_  
If yes, who: \_\_\_\_\_ and when: \_\_\_\_\_

4. Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? \_\_\_\_\_ If yes, state nature of the crime(s), when and where convicted and disposition of the case. (Convictions for offenses that are more than two years old need not be listed.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Do you have any family, business or social obligations that would prevent you from working regularly? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

6. If hired, will you be able to work overtime? \_\_\_\_\_ If no, please explain: \_\_\_\_\_

7. Are you able to work weekends? \_\_\_\_\_ If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

8. Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation? \_\_\_\_\_  
Please note that this may not disqualify you from employment with Arnel and Affiliates.

9. Have you ever been disciplined or involuntarily terminated by an employer? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

10. Are you at least 18 years old? \_\_\_\_\_ If under 18, do you have a work permit? \_\_\_\_\_

11. If hired, could you provide written evidence of the right to work in the U.S.A.? \_\_\_\_\_

## EMPLOYMENT HISTORY

List all employments for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach your resume, but not in place of completing the required information.

1. Name of Company: \_\_\_\_\_ Company Telephone: \_\_\_\_\_  
Street: \_\_\_\_\_ City/State: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Exact Title/Position: \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Other Compensation: \_\_\_\_\_  
Base Salary: Start \_\_\_\_\_ End \_\_\_\_\_  
May we contact: Yes  No  Immediate Supervisor: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Description of duties, responsibilities and accomplishments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Base Salary: Start \_\_\_\_\_ End \_\_\_\_\_  
May we contact: Yes  No  Immediate Supervisor: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Description of duties, responsibilities and accomplishments: \_\_\_\_\_  
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Reason for Leaving: \_\_\_\_\_  
Description of duties, responsibilities and accomplishments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION & TRAINING

Indicate highest level of education completed

HIGH SCHOOL <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		TECHNICAL SCHOOL <input type="checkbox"/> 1 <input type="checkbox"/> 2		COLLEGE / UNIVERSITY <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4				GRADUATE UNIVERSITY <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		
NAME OF SCHOOL/COLLEGE	LOCATION (CITY/STATE)	COURSE STUDY	YEARS COMPLETED	GRADUATE?		DEGREE				
				<input type="checkbox"/> Yes	<input type="checkbox"/> No					
				<input type="checkbox"/> Yes	<input type="checkbox"/> No					
				<input type="checkbox"/> Yes	<input type="checkbox"/> No					
				<input type="checkbox"/> Yes	<input type="checkbox"/> No					
				<input type="checkbox"/> Yes	<input type="checkbox"/> No					
				<input type="checkbox"/> Yes	<input type="checkbox"/> No					

List additional education, vocation, trade, languages spoken and written, professional information, certifications and/or licenses: \_\_\_\_\_

Do you type: \_\_\_\_\_ if yes, WPM: \_\_\_\_\_

Computer skills (please list software): \_\_\_\_\_

Other machines, trade, special knowledge, skills or qualifications: \_\_\_\_\_

## REFERENCES

Reference: \_\_\_\_\_ / \_\_\_\_\_ ( ) \_\_\_\_\_  
Name Address Telephone

Relationship: \_\_\_\_\_ How many years known? \_\_\_\_\_

Reference: \_\_\_\_\_ / \_\_\_\_\_ ( ) \_\_\_\_\_  
Name Address Telephone

Relationship: \_\_\_\_\_ How many years known? \_\_\_\_\_

Reference: \_\_\_\_\_ / \_\_\_\_\_ ( ) \_\_\_\_\_  
Name Address Telephone

Relationship: \_\_\_\_\_ How many years known? \_\_\_\_\_

Reference: \_\_\_\_\_ / \_\_\_\_\_ ( ) \_\_\_\_\_  
Name Address Telephone

Relationship: \_\_\_\_\_ How many years known? \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_ Phone: \_\_\_\_\_

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

# APPLICANT STATEMENT AND AGREEMENT

In the event of my employment with Arnel and Affiliates, I will comply with all rules and regulations of Arnel and Affiliates ("Employer"). I understand the Employer reserves the right to require me to submit to a test for the presence of alcohol or drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent on passing of a physical examination and a test for the presence of alcohol or drugs in my system, performed by a doctor selected by Employer. Further, I understand that at any time after I am hired, Employer may require me to submit to a physical examination and an alcohol and drug test, to the extent permitted by law. I consent to the disclosure of the results of any physical examination and related tests to the Employer. I also understand that I may be required to take other tests such as personality and honesty tests, prior to and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I understand that Employer may contact my previous employers and I authorize those employers to disclose to Employer all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to Employer, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide Employer with any pertinent information they may have regarding me.

I am authorized to work in the United States and if hired, I understand that failure to provide such required proof within 3 days from my employment (according to Federal Law), will result in termination.

I hereby state that all the information I provided on this application or any other documents completed in connection with my employment application, and in an interview are true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed by Employer and any such information is later found to be false or incomplete in any respect, my employment may be terminated.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by either the Employer or me at any time and for any reason whatsoever, with or without good cause. This is the entire agreement between the Employer and me regarding dispute resolution, the length of my employment, and the reasons for termination of employment, and this agreement supersedes any and all prior agreements regarding these issues. It is further agreed and understood that any agreement contrary to the foregoing must be entered into, in writing, by the President of Arnel and Affiliates. No supervisor or representative of the Employer, other than the President, has any authority to enter into any agreement for employment for any specific period of time or make any agreement contrary to the foregoing. Oral representations made before or after I am hired do not alter this agreement.

I further agree and acknowledge that the Employer and I will utilize binding arbitration to resolve all disputes that may arise out of the employment or pre-employment context. Both Arnel and Affiliates and I agree that any claim, dispute, and/or controversy that I may have against the Employer (or its owners, directors, officers, managers, employees, agents, and parties affiliated with its employee benefit and health plans) or that the Employer may have against me, arising from, related to, or having a relationship or connection whatsoever with my seeking employment with, employment by, or other association with the Employer shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act, in conformity with the procedures of the California Arbitration Act (Cal. Code Civ. Proc. Section 1280 et seq., including section 1283.05 and all of the Act's other mandatory and permissive rights to discovery). Included within the scope of this Agreement are disputes, whether based on tort, contract, statute (including, but not limited to, any claims of discrimination and harassment, whether they be based on the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, as amended, or any other state or federal law or regulation), equitable law, or otherwise, with exception of claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board, claims for medical and disability benefits under the California Workers Compensation Act, Employment Development Department claims, or as otherwise required by state or federal law. However nothing herein shall prevent me from filing and pursuing proceedings before the California Department of Fair Employment and Housing, or the United States Equal Employment Opportunity Commission (although if I choose to pursue a claim following the exhaustion of such administrative remedies, that claim would be subject to the provisions of this Agreement). In addition to any requirements imposed by law, the arbitrator selected shall be a retired California Superior Court Judge or otherwise qualified individual to whom the parties mutually agree, and shall be subject to disqualification on the same grounds as would apply to a judge of such court. All rules of pleadings (including the right of demurrer), all rules of evidence, all rights to resolution of the dispute by means of motions of summary judgment, judgment on the pleadings, and judgment under Code of Civil Procedure Section 631.8 shall apply and be observed. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded, and the arbitrator may not invoke on any basis (including but not limited to motions for "just cause") other than such controlling law. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in the capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceedings are privileged in accordance with Cal. Civil Code Section 47 (b). As reasonably required to allow full use and benefit of this agreement's modifications to the Act's procedures, the arbitrator shall extend the times set by the Act for the giving of notices and setting of hearings. Awards shall include the arbitrator's written reasoned opinion. **I understand and agree to this binding arbitration provision and I and Arnel and Affiliates both give up our rights to trial by jury of any claim I or Arnel and Affiliates may have against each other.**

If any term or provision, or portion of this agreement is declared void or enforceable it shall be served and the remainder of this Agreement shall be enforceable.

**IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK AN EMPLOYER REPRESENTATIVE BEFORE SIGNING. DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENTS AND AGREEMENT.**

I hereby acknowledge that I have read the above statements and understand the same. Furthermore, all of the information provided in this application for employment is true and accurate.

\_\_\_\_\_  
Applicant's Signature

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

\_\_\_\_\_  
Date

## FOR OFFICIAL USE ONLY

Interviewed By: \_\_\_\_\_

Dates of contact: \_\_\_\_\_

Shops: \_\_\_\_\_

Position: \_\_\_\_\_ Property: \_\_\_\_\_ Salary: \_\_\_\_\_

Offer Date: \_\_\_\_\_ Start Date: \_\_\_\_\_