

APPLICATION FOR EMPLOYMENT



Viva el Español is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

PERSONAL INFORMATION (Please print)

First Name	Middle Initial	Last Name		
Street Address		City	State	Zip Code
Daytime Phone Number	Evening	email		
Social Security Number	Driver's License #	State		
I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: <input type="checkbox"/> Yes <input type="checkbox"/> No				
If applicable, please list your visa type, visa # and expiration: _____				
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered yes, please explain: _____				

EMPLOYMENT DESIRED (If you are applying for a part-time position, please list all hours that you are available)

Position	Cities you are willing to go to	Salary Desired \$ _____ per _____	Date You Can Start			
Specify hours available for each day of the week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EDUCATION

	Name and City/State of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degrees Received	Special Honors or Awards
High School		1 2 3 4	Y N		
College		1 2 3 4	Y N		
Post College		1 2 3 4	Y N		
Technical or Vocational School		1 2 3 4	Y N		

Please describe any other skills you have that would be applicable to teaching children: _____

Languages spoken (indicate level of proficiency): _____

Other: _____

EMPLOYMENT HISTORY List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying.

1	Dates (MM/YY) From To	Name & Address of Employer	Salary \$ _____ per _____ # hours per week _____
	Position	Duties Performed	Reason for Leaving
	Supervisor's Name	Phone Number	May We Contact?

2	Dates (MM/YY) From To	Name & Address of Employer	Salary \$ _____ per _____ # hours per week _____
	Position	Duties Performed	Reason for Leaving
	Supervisor's Name	Phone Number	May We Contact?

3	Dates (MM/YY) From To	Name & Address of Employer	Salary \$ _____ per _____ # hours per week _____
	Position	Duties Performed	Reason for Leaving
	Supervisor's Name	Phone Number	May We Contact?

REFERENCES Give below the names of three professional references, whom you have known at least one year.

	Name	Address & Phone Number	Relationship
1			
2			
3			

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ Date: _____

Please return completed application to:
 Director, Viva el Español
 3451 Golden Gate Way
 Lafayette, CA 94549
 FAX: 925-962-9127