



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 _____

Home Phone _____ Cell Phone _____ email _____

How did you hear about Viva el Español? _____

How will you get to/from work? Car Public Transportation

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: Yes No

Have you ever been convicted of a felony? Yes No

If you answered yes, please explain: _____

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		

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 of Employer _____ Phone Number _____	Salary \$ _____ per _____ # hours per week _____
	Position	Duties Performed	Reason for Leaving
2	Dates (MM/YY) From _____ To _____	Name of Employer _____ Phone Number _____	Salary \$ _____ per _____ # hours per week _____
	Position	Duties Performed	Reason for Leaving
3	Dates (MM/YY) From _____ To _____	Name of Employer _____ Phone Number _____	Salary \$ _____ per _____ # hours per week _____
	Position	Duties Performed	Reason for Leaving

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

Position _____ Salary Desired \$ _____ per _____ Date You Can Start _____

Specify hours available for each day of the week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30-8:30 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30-9:30 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:30-11:30 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30 am-2:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00-3:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00-4:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00-5:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00-6:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After 6:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please specify which cities you would be willing to travel to for work:

 San Francisco Emeryville Berkeley Oakland Piedmont Alameda Lafayette Moraga Walnut Creek Alamo Danville
 Pleasanton Castro Valley Pleasant Hill Benicia San Rafael Other _____
REFERENCES Give below the names of three references not related to you, whom you have known at least one year.

	Name	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: _____

SKILLS & INTERESTS

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

Languages spoken (indicate level of proficiency): _____

Anything else you want to tell us: _____

Please complete both pages and return application to:

Director, Viva el Español
 3451 Golden Gate Way
 Lafayette, CA 94549
 FAX: 925-962-9127
 email: jobs@vivaespanol.org