

## PERSONNEL RECORD AND APPLICATION FOR EMPLOYMENT

(To be filled out by employee or prospective employee)

### PERSONAL

LAST NAME	FIRST NAME	MIDDLE	DATE:
ADDRESS:			DAY PHONE: ( ) EVE PHONE: ( )
CITY, STATE, ZIP:			E-MAIL: FAX:
MAILING ADDRESS, (if different from above): CITY, STATE, ZIP			MESSAGE PHONE: ( )

### POSITION

PFI PROGRAM, JOB, OR SERVICE APPLYING FOR:	DATE AVAILABLE:
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### PREVIOUS EMPLOYMENT

PREV. EMPLOYER'S NAME ADDRESS, CONTACT NAME & PHONE NUMBER:	MAY WE CONTACT	JOB TITLE AND TYPE OF WORK	DATES	
			FROM	TO
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>			

### EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL? Yes <input type="checkbox"/> No <input type="checkbox"/> Where? _____	ARE YOU OVER THE AGE OF 18? Yes <input type="checkbox"/> No <input type="checkbox"/> IF UNDER 18, CAN YOU, AFTER EMPLOYMENT, SUBMIT A WORK PERMIT? Yes <input type="checkbox"/> No <input type="checkbox"/> WHAT LANGUAGE(S) DO YOU READ, WRITE OR SPEAK?
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### EMPLOYMENT RELATED EDUCATION

WORKSHOP OR COURSE TITLE	SCHOOL, ORGANIZATION AND LOCATION	# OF UNITS	CERTIFICATE OF COMPLETION?

## EDUCATION, CONTINUED

NAME OF UNIV., COLLEGE, OR BUSINESS SCHOOL AND LOCATION	MAJOR	# OF YEARS	# OF UNITS	DIPLOMA, DEGREE CERTIFICATE
1.				
2.				
3.				

## REFERENCES

LIST NAMES OF THREE PERSONS WHO CAN GIVE INFORMATION ABOUT YOUR BACKGROUND, CHARACTER, ABILITIES, ETC.

1. Name	Address	Phone	Relationship to you
2. Name	Address	Phone	Relationship to you
3. Name	Address	Phone	Relationship to you

## PROFESSIONAL AND TECHNICAL QUALIFICATIONS

1. LIST LICENSES OR CERTIFICATES OF COMPETENCE HELD:

2. NAMES OF PROFESSIONAL ASSOCIATIONS OF WHICH YOU ARE A MEMBER:

## OTHER INFORMATION

1. Are you lawfully employable in the United States either by virtue of citizenship or by having authorization from the INS and the Labor Department? Yes  No
2. Name of any relative already employed by PFI
3. Do you possess a valid California driver's license? Yes  No
4. Have you been employed by PFI in the past? Yes  No

**Please Read Carefully, Initial Each Paragraph and Sign Below**

**Initials** \_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**Initials** \_\_\_\_\_ I hereby authorize Parents and Friends to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

**Initials** \_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Parents and Friends. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or PFI, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and PFI's designated representative.

**Initials** \_\_\_\_\_ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

**Parents and Friends will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.**

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature