

**OTAY MESA SALES, INC.**

**EMPLOYMENT APPLICATION**

AN EQUAL OPPORTUNITY EMPLOYER

**PLEASE PRINT**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Present Address: \_\_\_\_\_  
No. Street City State Zip

**EMPLOYMENT DESIRED:**

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

Wages Desired: \$ \_\_\_\_\_ / hour or Salary \$ \_\_\_\_\_ /monthly

**PERSONAL INFORMATION:**

Are you at least 18 years old? Yes:  No:

If no, can you submit a work permit if hired? Yes:  No:

If hired, can you present evidence of your U.S. Citizenship or proof of your legal right to live and work in this country? Yes:  No:

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

If no, describe the accommodations required: \_\_\_\_\_

(NOTE: WE COMPLY WITH THE AMERICANS WITH DISABILITIES ACT AND CALIFORNIA'S FAIR EMPLOYMENT AND HOUSING ACT. WE CONSIDER REASONABLE ACCOMMODATION MEASURES THAT MAY BE NECESSARY FOR ELIGIBLE APPLICANTS/EMPLOYEES TO PERFORM ESSENTIAL FUNCTIONS.)

**EDUCATION, TRAINING AND EXPERIENCE:**

<b>School</b>	<b>Name and Address</b>	<b>No. Of Years Completed</b>	<b>Did You Graduate ?</b>	<b>Degree or Diploma</b>
High School			Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
University/ College			Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Vocational/ Trade/ Business			Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
			<b>Dates</b>	<b>Type of Work</b>
Apprenticeship				
Mechanical Experience				

**EMPLOYMENT HISTORY:**

Please list below all of your present and past work experience for the last 10 years, starting with your most recent employer. Please account for all periods of unemployment. If you need additional space, please attach a separate page. You must complete this section even if attaching a resume.

Name of Employer _____					
Address: _____					
No.	Street	City	State	Zip	
Type of Business: _____					
Telephone No.: _____			Your Supervisor's Name: _____		
Your Position and Duties: _____					
_____					
Date of Employment: From: _____			To: _____		
Reason for Leaving: _____					
_____					
May we contact this employer for a reference?					Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Name of Employer _____					
Address: _____					
No.	Street	City	State	Zip	
Type of Business: _____					
Telephone No.: _____			Your Supervisor's Name: _____		
Your Position and Duties: _____					
_____					
Date of Employment: From: _____			To: _____		
Reason for Leaving: _____					
_____					
May we contact this employer for a reference?					Yes: <input type="checkbox"/> No: <input type="checkbox"/>

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW:

\_\_\_\_\_ 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 to the questions and statements on this application are true and correct.

\_\_\_\_\_ I hereby authorize Otay Mesa Sales, Inc. (the “Company”) to verify all information on this application. I also authorize my former employers and educational institutions to provide the Company any information they may have regarding me, as limited by California Law.

\_\_\_\_\_ I further certify that I 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.

\_\_\_\_\_ I understand that if a conditional offer of employment is made to me, I will be subject to the terms of the conditional offer of employment, including but not necessarily limited to a background check and drug test.

\_\_\_\_\_ I understand that if the conditional offer of employment results in my employment at the Company and in consideration of my employment, I agree to conform to the rules and regulations of the Company.

\_\_\_\_\_ I understand my employment with the Company shall be on an at-will basis, meaning that I or the Company may terminate my employment at any time, for any reason, with or without cause and that nothing contained in the application, or conveyed during any interview is intended to create an employment contract between me and the Company.

\_\_\_\_\_ I further understand that the Company expressly reserves its inherent authority to manage and control the business enterprise and to exercise its sole discretion to determine all issues pertaining to my employment, including all matters pertaining to promotion, job assignment, the size of the workforce, demotion, transfer and discipline.

APPLICANT’S SIGNATURE: \_\_\_\_\_ DATED: \_\_\_\_\_