

# TRINITY CHANGE, INC.

4030 Moorpark Ave., Suite 220 ♦ San Jose, California 95117 ♦ (408) 345-3395 ♦ FAX (408) 345-3396

## APPLICATION FOR EMPLOYMENT

Trinity CHANGE, Inc. is an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of Trinity CHANGE, Inc. to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

**Please complete this Application for Employment as thoroughly as possible to help us learn about your experience, abilities, and interests. PLEASE PRINT OR TYPE.**

### Personal information

NAME:	Social Security Number:	Home Telephone Number: (     )
ADDRESS: Street Number and Name, City, State, Zip Code	Number of years at present address?	Message/Business Number: (     )
PREVIOUS ADDRESS: Street Number and Name, City, State, Zip Code	Number of years at previous address?	
Can you, after employment, submit verification of your legal right to work in the United States? <input type="radio"/> Yes <input type="radio"/> No		
Are you over 18? <input type="radio"/> Yes <input type="radio"/> No	If hired, do you have a reliable means of transportation to get to work? <input type="radio"/> Yes <input type="radio"/> No	
Have you ever been convicted of a felony? (Do not include marijuana related convictions which occurred more than two years prior to the date of this application) <input type="radio"/> Yes <input type="radio"/> No      If yes, please explain: (a conviction will not necessarily disqualify you.)		
Please refer to the attached job description for the position to which you are applying. Are you able to perform all of these tasks with or without accommodation? <input type="radio"/> Yes <input type="radio"/> No		
Please describe below which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need:		

### EMPLOYMENT DESIRED

Type of POSITION desired:	Date Available:	Salary Desired:
Are you presently employed? <input type="radio"/> Yes <input type="radio"/> No	If yes, may we contact your current employer? <input type="radio"/> Yes <input type="radio"/> No	
Have you ever applied at Trinity CHANGE, Inc. before? <input type="radio"/> Yes <input type="radio"/> No      If yes, when?	Have you ever been employed by Trinity CHANGE, Inc. before? <input type="radio"/> Yes <input type="radio"/> No      If yes, when?	
How were you referred to Trinity CHANGE, Inc? <input type="radio"/> Advertisement <input type="radio"/> Employee Referral* <input type="radio"/> Walk-In <input type="radio"/> Agency <input type="radio"/> Other (please specify below)		
* Name of Employee:		

### US MILITARY SERVICE DATA

Branch
List special training or skills:

**EDUCATION AND TRAINING**

SCHOOL NAME AND LOCATION	Year Attended From To	Graduate? (yes/no)	What Degree	Major Subject/Total Hours (if applicable)
Elementary				
High School				
Community College/Trade School				
College/University				
College/University				
Highest Degree Earned (circle one number only): 1. High School    2. Associate    3. Bachelor    4. Master    5. Doctorate				Overall college scholastic average:
Additional education, vocational and/or professional information such as special areas of research or study, seminars, etc. Please attach any written resume or other summary of information that is relevant to the position for which you are applying. Familiarity with a foreign language may be included, if it applies to the job desired.				
Professional memberships, certificates or licenses held. (Exclude those indicating race, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.) Supplement this information by written attachment if applicable.				
Typing: WPM	Computer Skills (i.e.: Lotus 1,2,3; Word)	Other machines requiring special skills:		

**EMPLOYMENT DATA**

<b>PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST</b>				PERSONNEL USE ONLY
<b>Company Name</b>		Phone Number	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (include street, city, state, zip code)				
Job Title (start)	Job Title (final/current)	Base Rate of Pay Start Final		
Supervisor (name and title)				
Description of job duties:				
Reason for leaving				
<b>Company Name</b>		Phone Number	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (include street, city, state, zip code)				
Job Title (start)	Job Title (final/current)	Base Rate of Pay Start Final		
Supervisor (name and title)				
Description of job duties:				
Reason for leaving				
<b>Company Name</b>		Phone Number	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (include street, city, state, zip code)				
Job Title (start)	Job Title (final/current)	Base Rate of Pay Start Final		
Supervisor (name and title)				
Description of job duties:				
Reason for leaving				

**Continue on additional page(s), if needed (last 10 years is sufficient).**

**REFERENCE DATA (Professional/Work References) we may contact:**

Name	Address	Area Code/Phone
Name	Address	Area Code/Phone
Name	Address	Area Code/Phone

**PRE-EMPLOYMENT CERTIFICATION**

I understand that this application is only valid for the position applied for at present and that Trinity CHANGE is not obligated to retain or consider this application for future openings.

\_\_\_\_\_  
Initial

I authorize investigation of all statements in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize Trinity CHANGE to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience, releasing all parties from any liability arising therefrom.

\_\_\_\_\_  
Initial

If employed by Trinity CHANGE, I will abide by all company policies and rules. I understand that I will be required to possess a current and valid California driver's license if my position requires me to drive in the course of my work.

\_\_\_\_\_  
Initial

If I am offered employment, I understand and agree that I may be required to undergo a physical examination at Trinity CHANGE's expense and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examinations.

\_\_\_\_\_  
Initial

I agree to submit to legally permissible drug and/or alcohol testing upon request by Trinity CHANGE. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by Trinity CHANGE, storage areas provided for me (locker, desk, etc.) are open to investigation by Trinity CHANGE without prior notice to me.

\_\_\_\_\_  
Initial

If I am employed by Trinity CHANGE, I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of Trinity CHANGE or myself. I understand that, other than the Directors of Trinity CHANGE, no manager, supervisor or representative of Trinity CHANGE has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the Directors of Trinity CHANGE have the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and Trinity CHANGE.

\_\_\_\_\_  
Initial

I agree that any claim or controversy arising out of either the failure to offer employment, or the termination of my employment, including any contention that such violated any contractual right, law or statute, or was otherwise wrongful or in violation of any implied term or covenant, including the covenant of good faith and fair dealing, shall be submitted to binding arbitration in accordance with the J-A-M-S/Endispute Arbitration Rules and Procedures for Employment Disputes, and judgement on the award rendered by the arbitrator may be entered in any court having jurisdiction.

\_\_\_\_\_  
Initial

**My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.**

**My signature below also certifies that I agree to be bound by the terms and conditions stated in this application, including the arbitration provision set forth above. This application contains all understandings and agreements between my and Trinity CHANGE concerning the nature of my employment, if any, by Trinity CHANGE and supercedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and Trinity CHANGE. I understand and agree, except as noted above, no person who is either an agent or employee of Trinity CHANGE may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions of employment set forth herein.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Application