



APPLICATION FOR EMPLOYMENT

PLEASE PRINT

Full Name: _____
Last First Middle Initial

Address: _____
Street City State Zip

Telephone Number: _____ Email Address: _____

Are you over 18 years old? Yes No

How did you learn of this opening? _____

Have you worked here before? Yes No

If yes, under what name? _____

Are there any hours/days you cannot or will not work? Yes No Please Explain: _____

Shift preferred: Part Time Full Time Day Night No preference

Overtime may be required duty. Are you willing to work overtime as required? Yes No

Are you authorized to work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No

(Conviction may not necessarily disqualify an applicant for employment.) If yes, describe conditions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed on the attached job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to your work history (reverse side), what other experiences, skills, qualifications, special study or research work would especially fit you to do this job?

POSITION (S) APPLIED FOR: _____

When can you start? _____



Train Me Today

Education:	Name and Location of School	Major and Diploma/Degree Received
High School:		
College:		
Other:		

Work History May we contact your present and past employer(s)? Yes No

Most Recent Employer	Address	Phone
Date Started	Job Title	Email
Date Left	Reason for Leaving	Supervisor Name
Employer 2	Address	Phone
Date Started	Job Title	Email
Date Left	Reason for Leaving	Supervisor Name
Employer 3	Address	Phone
Date Started	Job Title	Email
Date Left	Reason for Leaving	Supervisor Name
Employer 4	Address	Phone
Date Started	Job Title	Email
Date Left	Reason for Leaving	Supervisor Name



APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that my answers are true and correct and hereby authorize verification of it. I also authorize my former employers and educational institutions to give any information they may have regarding me. If upon investigation, anything contained in this application is found to be untrue, or if any material statement is omitted, I understand that I may be subject to discharge at any time during the period of my employment. In the event I am employed, I agree to conform to the rules and regulations of the Company.

I agree to take a physical examination at any time at the request of HR Coach LLC and at no personal expense to me, and agree that the examining physician may disclose findings to HR Coach LLC or any authorized agent of HR Coach LLC.

I understand that HR Coach LLC has zero tolerance for drugs in the workplace and agree to take a drug and/or alcohol test upon request in compliance with HR Coach LLC's Drug Free Workplace policy.

I agree to immediately advise the Company about any agreement that I have with my current employer not to solicit employees or customers of any of my former employers. If I am hired by HR Coach LLC, I shall not take, or utilize any "trade secrets" of any of my former employers (as is defined under California law).

I understand that if any dispute arises from my application or candidacy for employment, employment and/or cessation of employment with HR Coach LLC, it will be submitted to final and binding arbitration.

In consideration of my employment, I agree to conform to the rules and regulations of HR Coach LLC. I understand that my employment with HR Coach LLC is at will. The relationship between the employee and HR Coach LLC is for an unspecified term and considered employment at will. This means that the terms and conditions of employment may be changed with or without cause and with or without notice, including but not limited to; termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. Status as an at will employee cannot be changed. The employment relationship with any employee can be terminated at will, either by the employee or HR Coach LLC, with or without cause or advance notice. I further understand that no supervisor or manager of HR Coach LLC has any authority to enter into any agreement for employment, written or verbal, or to make any agreement contrary to the foregoing, except in writing by the President of the Company and me.

Signature of Applicant

Date

Approval to hire signatures:

Supervisor/Manager _____ Date _____

Vice President _____ Date _____



HR Coach LLC Dba Train Me Today
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Irvine, CA 92617
Menifee, CA 92584

HR Coach LLC is an Equal Opportunity Employer.

