



APPLICATION FOR EMPLOYMENT

Thank you for your interest with SteppingStone. We are an Equal Employment Opportunity employer and all applicants are given equal consideration. SteppingStone does not discriminate against any applicant or employee due to race, color, age, sex, religion, disability, national origin, sexual orientation, marital status, veteran status, or any other legally protected status. Answers to application questions will be used for applicable, job-related reasons only. No application will be considered unless complete.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION (Please Print)

Last Name	First	Middle Initial	Today's Date
Street Address			Social Security Number
City	State	ZIP Code	Home Phone Number
Other Name(s) Used			Alternate Phone Number or E-Mail
Referred By (please be specific)			Position Desired
How did you find out about this Position? (please be specific)			
Do you have relatives employed by SteppingStone? If yes, give specifics:		Hourly or Annual Salary Desired \$	Date Available
Would you be willing to relocate? ____ If yes, when?	Are you available to work at all four locations? _____ If not, which location(s) would you prefer?		Are you available to work overtime? Yes or No
Are you over the age of 18? ____ Yes ____ No If not, please provide your age: _____			
Are you eligible to work in the United States? ____ Yes ____ No [Proof of eligibility to work in the United States will be required before an individual can commence employment at SteppingStone]			
U.S. Military or Coast Guard Service? ____ Yes ____ No Highest Rank: _____			
Driver's License Information (If position requires driving): State: _____ Number: _____ Exp Date: _____			
Is your driver's license restricted or suspended? ____ Yes ____ No If yes, give details: _____			

EMPLOYMENT HISTORY (Please list all previous employment, beginning with present or most recent. If additional space is required attach a separate document and **account for all gaps in employment.**)

Company	Address	Telephone
Date (month/year) From: _____ To: _____	Supervisor	Email
Position Title	Reason For Leaving	May we contact?
Duties and Responsibilities		Eligible for Rehire?
Gaps in Employment (if any)		

EMPLOYMENT HISTORY (continued)

Company	Address	Telephone
Date (month/year) From: To:	Supervisor	Email
Position Title	Reason For Leaving	May we contact?
Duties and Responsibilities		Eligible for Rehire?
Gaps in Employment (if any)		

Company	Address	Telephone
Date (month/year) From: To:	Supervisor	Email
Position Title	Reason For Leaving	May we contact?
Duties and Responsibilities		Eligible for Rehire?
Gaps in Employment (if any)		

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Date (month/year) From: To:	Supervisor	Email
Position Title	Reason For Leaving	May we contact?
Duties and Responsibilities		Eligible for Rehire?
Gaps in Employment (if any)		

Company	Address	Telephone
Date (month/year) From: To:	Supervisor	Email
Position Title	Reason For Leaving	May we contact?
Duties and Responsibilities		Eligible for Rehire?
Gaps in Employment (if any)		

REFERENCES (Business, Educational or Professional; *Previous Supervisors Are Preferred*)

Name	Name
Company	Company
Telephone	Telephone
Please describe <u>business relationship</u> , years known	Please describe <u>business relationship</u> , years known

Name	Name
Company	Company
Telephone	Telephone
Please describe <u>business relationship</u> , years known	Please describe <u>business relationship</u> , years known

EDUCATION

Education	Name & Address	Major	Degree/Certificate
High School			
Community College/Trade School			
College/University			
Graduate School			
Certificates/Licenses:		CA License #:	
List other completed classes, academic honors, additional skills or training which may be applicable to your employment:			

FOREIGN LANGUAGES

Language	Specific Skill Level	P = Poor	F = Fair	G = Good	E = Excellent
_____	_____ Write	_____ Read	_____ Speak	_____ Studied	
_____	_____ Write	_____ Read	_____ Speak	_____ Studied	

COMPUTER / OFFICE SKILLS (if applicable)

Please enter proficiency level	1=Expert	2=Intermediate	3=Novice	4=Never Used
_____ Spreadsheets	_____ Word Processing	_____ Data Management	_____ Internet Explorer	
	_____ Project Management	_____ MS Outlook		
List other hardware/software you can operate:				
_____ WPM	_____ Dictaphone	_____ 10-Key	_____ Fast Notes/Shorthand: _____ WPM	List-other office skills:

CERTIFICATION

I certify that the information provided by me on this application, accompanying resume, or any attachments that I have supplied, is true, correct and complete to the best of my knowledge and that any misrepresentation, omission, falsification or failure to disclose pertinent information will be cause for dismissal if hired.

I authorize, consent and hold harmless my current and prior employers, educational institutions and persons or organizations named in this application (or accompanying resume) to release any information to SteppingStone that may be required to make an employment decision. This authorization will serve as a release of any and all information and for this purpose, a photocopy shall be considered an original and valid.

I understand and agree that this application is not a contract and that any acceptance of employment is not a contract of employment for a definite term. I understand that the application will remain active for 12 months. After that time, if I desire further consideration by SteppingStone, I will renew my application in writing or in person.

Employment at SteppingStone is "At Will". If hired, I understand and agree that I may resign my employment at any time, for any reason and that my employment may be terminated at the will of SteppingStone at any time, for any reason with or without cause or advance notice. This means that during the course of my employment, I am free to leave SteppingStone at any time for any reason, and SteppingStone reserves a similar right. Thus, both SteppingStone and I have the right to terminate my employment at any time, with or without advance notice and with or without cause.

As part of my at-will employment, SteppingStone expressly reserves its inherent authority to manage and control its business enterprise and to exercise its sole discretion to determine all issues pertaining to my employment, including all matters concerning promotion, job assignment, the size of the workforce, demotion, transfer, and discipline. I understand that no one other than an authorized officer of SteppingStone has the authority to alter this arrangement, to enter into an agreement for employment for a specified period, or to make any agreement contrary to this policy. Furthermore, any agreement that alters the "at-will" nature of employment must be in writing and must be signed an authorized officer of SteppingStone and me.

Applicant's Full Signature: _____ Date: _____