



# Center for Employment Training

701 Vine Street, San Jose, CA 95110 (408) 287-7924 Fax (408) 294-7849

## Application for Employment

PLEASE COMPLETE THE ENTIRE APPLICATION AND SUBMIT WITH YOUR RESUME. (PLEASE PRINT). TODAY'S DATE: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Present Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Referred By: \_\_\_\_\_ Email Address: \_\_\_\_\_

Members of the Board of Directors and their relatives are not eligible for paid employment at CET. Relatives of CET employees may not be employed at CET. The term relatives include: wife, husband, son, daughter, mother, father, brother, aunt, uncle, niece, first cousins, stepparent and stepchild. If you are related to anyone employed at CET give their name and department:

### Employment Desired:

Position: \_\_\_\_\_ Salary Expected: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Have you ever applied to CET before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

May we contact the employers listed on this application for the purpose of conducting a reference check of your employment?

Current employer? Yes  No  Previous employer? Yes  No

### Military:

Rank at \_\_\_\_\_ Dates of \_\_\_\_\_ Vietnam era \_\_\_\_\_  
Branch: \_\_\_\_\_ Separation: \_\_\_\_\_ Service: \_\_\_\_\_ Months: \_\_\_\_\_ Veteran? \_\_\_\_\_

Current status with Selective Service, Reserves or National Guard: \_\_\_\_\_

Check Yes or No to each of the following questions. Explain when necessary.

Yes No

1.   Are you over 18 years of age? (If no, a work permit or proof of emancipation will be required.)
2.   Do you have a valid driver's license? (A current motor vehicle report if driving is necessary for the position for which you are applying. Commercial drivers will be required to submit other related documents.)
3.   Can you provide proof after you are hired that you can legally work in the United States? (If hired, you will be required to submit proof of the legal right to work in the United States.)
4.   Can you, with or without accommodation, perform all of the essential functions of the job for which you are applying?

**Education**

	Name and Location of School	# of Years Attended	Degree Awarded	Subjects of Study/Major
High School				
College or University				
College or University				
Vocational/Trade/ Technical or Correspondence School				
Subjects of Special Study or Research: _____ Credentials Held: _____				
Indicate your fluency with foreign languages: SPEAK: _____ READ: _____ WRITE: _____				

**Employment Experience:**

Starting with your most recent experience, list all jobs for the last 10 years and explain any time periods in which you were unemployed. List each position separately. If you have relevant experience and it is more than 10 years old, be sure to document this experience also. List all paid, volunteer, part-time, and internship experience. If additional space is needed, make a copy of this Employment Experience Section, include pages with the application. **A resume will not substitute for the information required in this section.**

Date Month and Year	Name and Address of Employer	Supervisor's Name and Phone Number	Position	Reason For Leaving
From		Name		
To		Phone		
From		Name		
To		Phone		
From		Name		
To		Phone		
From		Name		
To		Phone		

**References:** Give the names of three people who are not relatives, who do not live at the same address you do, and who have known you for at least one year.

Name	Address	Occupation	Years Acquainted	Phone Number

Employment at CET is employment at-will, which means that employment may be terminated with or without cause at any time by the employee or CET. Terms and conditions of employment — other than employment at-will — may be modified at the sole discretion of CET with or without cause and with or without notice.

I acknowledge that no other promises, agreements or representations have been made contrary to this “at-will” employment agreement, and that this agreement, as acknowledged by my signature below, is the full and complete agreement governing CET’s and my rights and obligations concerning termination of my employment.

**AUTHORIZATION, STATEMENT OF FACTS, AND SIGNATURE:** I hereby authorize investigation of all statements contained in this application. I understand that any misrepresentation or omission of material facts, or **failure to complete the application will subject me to disqualification or dismissal.** I understand and agree that any employment offered as a result of this application is for an indefinite period of time and may, regardless of the date of payment of wages or salary, be terminated at any time without any prior notice. If offered employment, I can meet Immigration and Naturalization Services employment standards.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Please answer the following questions:** (use additional space on back if necessary)

1. What are your career objectives over the next five years?

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2. Describe how your education, training, and/or experience relate to the position you are applying for.

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3. Explain why you would like to work for CET; be specific.

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Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## **CRIMINAL BACKGROUND CHECK FOR INSTRUCTORS ONLY**

Pursuant to California Code of Regulations, Title 5, Section 71720, CET will not employ or continue to employ **any** instructor or faculty who was adjudicated in **any** judicial or administrative proceeding as having: (1) violated any provision of the California Private Postsecondary Education Act of 2009 (Cal. Educ. Code § 94800, et seq.) or its implementing regulations (Cal. Code Regs., tit. 5, § 70000 et seq.); (2) committed an act that would constitute grounds for denial of a license to instruct under California Business and Professions Code, Section 480; (3) committed an act that would constitute grounds for denial of a license to instruct in any other legal jurisdiction; or (4) committed an act that would violate CET policy.

Criminal background checks are required for **instructor applicants** recommended for hire or current employees who are transferred, promoted, reclassified, or reassigned to instructor positions.

## **COMMERCIAL DRIVERS**

Commercial Driver applicants must provide a driving record report and meet driving history requirements, as well as a physical examination. If a job offer is made, applicant must take a pre-employment drug test and receive a negative result prior to finalizing the job offer. An offer will only be made to the applicant who meets all the DOT requirements.

## **EQUAL EMPLOYMENT OPPORTUNITY**

CET will consider and hire qualified applicants without discrimination. CET maintains as its staffing goal to recruit and maintain a workforce that reflects the diversity of the CET community.

CET is an Equal Employment Opportunity employer and it is the policy of CET to ensure non-discrimination in its employment practices, including but not limited to, sexual (any unwelcome behavior of a sexual nature); or non-sexual harassment (any unwelcome conduct, verbal, written or physical); recruitment, hiring, promotion, demotion, training, compensation, transfer, discipline or termination of any applicant or employee on the basis of race, ethnic group identification, age, sex, religion, ancestry, political affiliation or belief, transgender status, gender identity, sexual orientation, national origin, including Limited English Proficiency (LEP), citizenship status, Family and Medical Leave, medical condition, pregnancy, physical or mental disability, reasonable accommodation, genetic information, marital status, veteran/military status, or any other protected groups, retaliation for participation in protected EEO activity, retaliation or any other basis protected by federal, state, or local law, ordinance or regulation. Employment related decisions must be made on merit, and not on discriminatory factors.

Employees are encouraged to contact the Human Resources Director, if they have questions or concerns about any type of discrimination in the workplace, or the Director of the Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Or you may file a complaint with the Equal Employment

Opportunity Commission (EEOC) in your local area. Contact information and a list of field offices can be obtained at <https://www.eeoc.gov/employers> or by calling 1-800-669-4000 or TTY device number 1-800-669-6820.

Human Resources Director/Equal Employment Opportunity Officer  
Center for Employment Training  
Human Resources Department  
701 Vine Street, San Jose, CA 95110  
Telephone: (408) 287-7924 Fax: (408) 294-7849  
711 Relay Service: 1-800-669-6820

Application will be maintained in an active file for a period of two years and then transferred to an inactive status for a period of one year from the date received.

## **ANNUAL SECURITY REPORT**

CET's Annual Security Report for all campuses is available by clicking on the hyperlink:  
<https://cetweb.edu/safety/clery-act/>

The Annual Security Report discloses statistics on crimes committed on-campus, off-campus, and on public property within a contiguous geographic area. The Annual Security Report includes statistics concerning the occurrence of crimes during the most recent calendar year and the two preceding years along with retention, graduation, and job placement rates for the most recent year. Copies of the Annual Security Report can also be obtained by contacting the CET's Financial Aid Department or Human Resources Department at 701 Vine Street, San Jose, CA 95110; (408) 287-7924.

**\*\* This application is not an employment agreement. \*\***