



**LEAGUE TO SAVE LAKE TAHOE
Employment Application**

**APPLICANT INFORMATION
Please Print Clearly**

Name: _____ Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Social Security #: _____

Do you have a valid driver's license? Yes No State & License Number: _____

Is your auto insurance current? Yes No

Have you ever applied to or worked for this company before? Yes No
If yes, when? _____

Do you have any friends or relatives working for the League to Save Lake Tahoe? Yes No
If yes, state name and relationship: _____

How did you hear about us/ this opening? _____

State briefly why you would like to work for the League to Save Lake Tahoe:

Have you ever been convicted of a felony (excluding any sealed or expunged convictions)?
 Yes No

If yes, explain below:

(Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.)

GENERAL INFORMATION ABOUT DESIRED EMPLOYMENT

Position you are applying for: _____

Full-time or Part-time?

If hired, what date could you start work? _____

Salary desired \$ _____ per _____

If hired, are you able to travel on agency business? Yes No If yes, % of time: _____%

Availability: (Please check days; note times/hours available, if applicable, below)

Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays Sundays

(Note: Weekend availability may be required for some positions)

Education & Training (include on-the-job training)

	Name & Location	Course of Study	Graduate/Degree?
High School			
Community College			
College			
Post Graduate			
Seminars			
Trade School			
Other			

EMPLOYMENT HISTORY

(Please include all employment for the last **five years**; if more space is needed, please continue on a second sheet.)

Job title: _____

Name of Company: _____ Supervisor: _____

Summarize Main Duties: _____

Address: _____

Phone: _____ Email/Website: _____

Dates of Employment: from _____ to _____

Starting Rate of Pay: \$ _____ per _____ Ending Rate of Pay: \$ _____ per _____

Reason for Leaving: _____

Job title: _____

Name of Company: _____ Supervisor: _____

Summarize Main Duties: _____

Address: _____

Phone: _____ Email/Website: _____

Dates of Employment: from _____ to _____

Starting Rate of Pay: \$ _____ per _____ Ending Rate of Pay: \$ _____ per _____

Reason for Leaving: _____

Job title: _____

Name of Company: _____ Supervisor: _____

Summarize Main Duties: _____

Address: _____

Phone: _____ Email/Website: _____

Dates of Employment: from _____ to _____

Starting Rate of Pay: \$ _____ per _____ Ending Rate of Pay: \$ _____ per _____

Reason for Leaving: _____

References

Please list three **personal** references below. Please include name, relationship to you, and phone numbers.

Please list three **professional** references below. Please include name, position of employment, and a contact number.

Please read and initial each paragraph below. (If there is any part of this page that you do not understand, please ask a staff member about it *before* signing.)

- I hereby certify that I have not knowingly withheld information that might adversely affect my chances for employment and that the answers I have given are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or, if employed, grounds for immediate discharge regardless of the time elapsed before discovery. _____ **Initial**

- I hereby authorize the League to Save Lake Tahoe to thoroughly investigate my references, work records, education, and other matters related to my suitability for employment, and I further authorize my current and former employers to disclose to the League to Save Lake Tahoe any and all letters, reports, and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release the League to Save Lake Tahoe, my current and former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. _____ **Initial**

- I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and the League to Save Lake Tahoe. In addition, I understand and agree that if I am employed, my employment relationship with the League to Save Lake Tahoe is strictly voluntary and **at-will**. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, and with or without cause or reason, at the option of either myself or the League to Save Lake Tahoe, and that no promises or representation contrary to the foregoing are binding upon the League to Save Lake Tahoe unless made in writing and signed jointly by the Executive Director and myself. _____ **Initial**

- I understand and agree that any future changes in my job title, duties, compensation, working conditions, and/or League to Save Lake Tahoe benefits, policies, and procedures will not alter our at-will agreement. _____ **Initial**

My signature below certifies that I have read and understand this complete page and agree to the terms and conditions outlined in this document.

Signature: _____ **Date:** _____

**Please return original, signed application to League to Save Lake Tahoe offices
955 Emerald Bay Road, South Lake Tahoe, CA 96150
A copy may be faxed to (530)541-5454 or emailed to info@keeptahoeblue.org.**

LTSLT Received by: _____ Date: _____