



**Secard Pools & Spas is an
Equal Opportunity Employer**

**9292 Ninth Street
Rancho Cucamonga, CA 91730
(909)980-4407
(909) 980-7886 (Fax)
www.secardpools.com**

EMPLOYMENT APPLICATION

POSITION APPLIED FOR: _____ DATE _____

I have read the job description and understand the job duties for the position Yes No

PERSONAL INFORMATION

Last Name:	_____	First	_____	Middle:	_____
Email:	_____			Phone:	_____
Address:	_____				
City	_____	State:	_____	Zip:	_____
Driver's License No:	_____	State:	_____	Class:	_____

EDUCATION

School Name:	_____	Degree:	_____
City/State:	_____		
		Did you Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/Trade School	_____		
School Name:	_____	Degree:	_____
City/State:	_____		
		Did you Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

WORK EXPERIENCE (List most current job first. Attach additional pages as needed)

Employer:	_____	Phone:	_____
Address:	_____		_____
Position:	_____		_____
Dates:	_____	Hours/Week	_____
May we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Supervisor:	_____	Phone:	_____
Reason for Leaving:	_____		_____
Summary of Duties:	_____		_____

Employer:	_____	Phone:	_____
Address:	_____		_____
Position:	_____		_____
Dates:	_____	Hours/Week	_____
May we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Supervisor:	_____	Phone:	_____
Reason for Leaving:	_____		_____
Summary of Duties:	_____		_____

Employer:	_____	Phone:	_____
Address:	_____		_____
Position:	_____		_____
Dates:	_____	Hours/Week	_____
May we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Supervisor:	_____	Phone:	_____
Reason for Leaving:	_____		_____
Summary of Duties:	_____		_____

I understand that I **must list** current and/or past job –related experience in the “**Work Experience**” section of the employment application. The experience I list will be used to determine if I meet the minimum qualifications as stated on the job announcement.

Applications that do not list current and/or past job–related experience will be considered incomplete and will be rejected; omitted information cannot be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments **will not substitute** for the information required in the “Work Experience” section of the employment application. Note: Qualifying experience is based on 40 paid hours per week (pro-rated if less than 40 hours/week). Internships and /or volunteer experience, whether paid or unpaid, will be counted as qualifying experience, but must be listed in the Work Experience section of the employment application.

CERTIFICATES, LICENSES & OTHER ACHIEVEMENTS

In addition to your work history, please list any other special training, licenses and/or certificates you possess.

Type: _____	Number: _____
Dated Issued: _____	Expiration Date: _____
Type: _____	Number: _____
Dated Issued: _____	Expiration Date: _____
Type: _____	Number: _____
Dated Issued: _____	Expiration Date: _____

PROFESSIONAL REFERENCES (Individuals who can speak to your work experience)

Name: _____	Phone: _____
Relationship: _____	Years Acquainted: _____
Name: _____	Phone: _____
Relationship: _____	Years Acquainted: _____
Name: _____	Phone: _____
Relationship: _____	Years Acquainted: _____

ADDITIONAL INFORMATION

1. Date you would be available for work: _____ Salary Desired: \$ _____ Per Hour
2. Are you currently employed?..... Yes No
3. Do you have transportation to and from work?..... Yes No
4. Military: Have you ever been a member of the U.S. Armed Forces? Yes No
If yes, Training and Experience: _____
5. Do you have a high school diploma or equivalent?..... Yes No
6. Are you over 18 years of age? Yes No
7. Please list any other names used: _____
8. I understand that as a condition of employment I may be required to pass a background check..... Yes No
9. I understand that as a condition of employment I will be required to pass a pre-employment drug screening test?..... Yes No
10. I understand that I will be required to show proof of a valid California Driver's License and, depending on the position that I am applying for, may be required to provide a current DMV print out to verify my driving record..... Yes No

I CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE. I AGREE AND UNDERSTAND THAT ANY MISSTATEMENTS OR OMISSIONS OF MATERIAL FACTS HEREIN WILL CAUSE FORFEITURE ON MY PART OF ALL RIGHTS TO EMPLOYMENT BY SECARD POOLS & SPAS. I HEREBY AUTHORIZE SECARD POOLS & SPAS TO VERIFY THE ACCURACY OF THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION.

FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS SUBJECT TO A PROBATIONARY PERIOD, DURING WHICH TIME SAID EMPLOYMENT MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE AND WITHOUT NOTICE.

Date: _____ Signature _____