



115 Ascot Drive, Suite 140, Roseville, CA 95661
(916) 746-7722 · goldensierra.com

Employment Application

Application Instructions

Download, complete, sign, and save the fillable application using Adobe Reader software. Applications completed by hand, in pen or pencil, will not be accepted. When done, **submit your completed PDF application and the two required Self-Identification forms to hr@goldensierra.com** before the deadline. Applications must be received no later than 5:00pm

on the closing date. Incomplete, late, mailed applications, faxed applications, or resumes in lieu of applications will not be accepted. Cover letters, resumes, and references are not required at this stage. Only the employment application will be used to consider an applicant's qualifications for the position.

Section 1: Applicant Information

Title of position for which you are applying

Name

Street Address

City

State

Zip Code

Telephone

E-mail

How did you hear about this job opening?

CalPERS

Craig's List

CalJOBS

Website

LinkedIn

Other

Section 2: Education

High School or GED

Name of School

Location (City, State)

Diploma?

Yes No

Undergraduate Coursework

Name of College/University

Course of Study

Location (City, State)

Degree?

Yes No

Date Awarded

Undergraduate Coursework

Name of College/University

Course of Study

Location (City, State)

Degree?

Yes No

Date Awarded

Graduate Coursework

Name of College/University

Course of Study

Location (City, State)

Degree?

Yes No

Date Awarded

Graduate Coursework

Name of College/University

Course of Study

Location (City, State)

Degree?

Yes No

Date Awarded

Section 3: Experience

Beginning with your most recent experience, list your employment history for the past 10 years. Experience more than 10 years old may not be considered during the initial screening process. Include military service and volunteer experience if applicable.

Past Employment

From (Start Date)	To (End Date)	Total Years	Total Months

Job Title	Hours Per Week
-----------	----------------

Duties (maximum of 2,000 characters)

Employer

Address

Phone Number

Reason for Leaving

Section 3: Experience

Past Employment

From (Start Date)	To (End Date)	Total Years	Total Months

Job Title	Hours Per Week
-----------	----------------

Duties (maximum of 2,000 characters)

Employer

Address

Phone Number

Reason for Leaving

Section 3: Experience

Past Employment

From (Start Date)	To (End Date)	Total Years	Total Months

Job Title	Hours Per Week
-----------	----------------

Duties (maximum of 2,000 characters)

Employer

Address

Phone Number

Reason for Leaving

Section 3: Experience

Past Employment

From (Start Date)	To (End Date)	Total Years	Total Months

Job Title	Hours Per Week
-----------	----------------

Duties (maximum of 2,000 characters)

Employer

Address

Phone Number

Reason for Leaving

Section 3: Experience

Past Employment

From (Start Date)	To (End Date)	Total Years	Total Months

Job Title	Hours Per Week
-----------	----------------

Duties (maximum of 2,000 characters)

Employer

Address	Phone Number
---------	--------------

Reason for Leaving

Section 4: Equal Opportunity Notice

Equal Opportunity is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

After Filing a Complaint:

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Section 5: Certification

Electronic Signature Acknowledgment **(in order to sign electronically, you must download the file first)**

By signing below, you certify that all information provided in this application is true and complete to the best of your knowledge. You understand that any false statements or omissions may result in disqualification or termination of employment if hired. You also acknowledge that your electronic signature is legally equivalent to your handwritten signature.

Signature

What to do if you believe you have experienced discrimination:

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

1. Golden Sierra Job Training Agency

Darlene Galipo, Equal Opportunity Officer
115 Ascot Drive, Suite 140
Roseville, CA 95661

916-773-8552

(TDD/TTY users please call the
California Relay Service at 711)

galipo@goldensierra.com

2. Director, Civil Rights Center (CRC)

U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210

dol.gov/oasam/programs/crc/