

EDUCATION AND SKILLS:

	Elementary School	High School	Undergraduate College/University	Graduate/ Professional
School Name and Location				
Diploma/Degree				
Describe Course of Study				

Describe any specialized training, apprenticeship, skills or extra-curricular activities that are relevant to the job for which you are applying	
Describe any honors, scholarships, appointments or awards you have received.	
State any additional information you feel may be helpful to us in considering your application	

List professional, trade, business or civil activities and offices held. You may exclude information that would reveal sex, race, religion, national origin, age, ancestry, or disability or other protected status or personal information:

List any professional or vocation certificates, licenses, or registrations that you currently hold or have held in the past:

Have you obtained any special skills or abilities as the result of service in the military? Yes No

If so, please describe: _____

Do you have and maintain a valid and unrestricted California Class C driver's license? Yes No

Have you entered into any agreement with any former employer (for example, an agreement not to compete or confidentiality agreement) that may impact your ability to work for Ponderosa Telephone? Yes No

Are you over 18 years of age? Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the duties of the position for which you are applying, either with or without reasonable accommodation? Yes No

If no, please describe the function that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employee to perform essential functions of the position. Hire may be subject to passing a medical examination, and or skill and agility tests.)

FORMER EMPLOYERS

Start with your present or last job and go back at least 10 years. Include any job-related military service assignments and volunteer activities. Attach additional sheet(s) if necessary.

1. Employer:		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				
2. Employer:		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

3. Employer:		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				
4. Employer:		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				
5. Employer:		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

Have you been discharged or asked to resign from a position or a job? Yes No

If yes, explain:

Explain any gaps in your employment history. (Do not provide information about any physical or mental disabilities or other medical information.)

Please remember to review your application for completeness. The application must be filled out in its entirety. You may attach additional information, including your resume, to the back of this application.

ACKNOWLEDGEMENT BY APPLICANT

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me 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 of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Ponderosa Telephone to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my 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.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for not definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's General Manager.

I understand and agree that, if I am offered a position with the Company, it will be a conditional offered base on my successful passing of a drug and alcohol screen and, when applicable to the position, a job-related physical capabilities screen.

I understand and agree that, if I am offered a position with the Company, it will be a conditional offered base on the satisfactory results of a pre-employment background investigation. Information from former employers, personal references, government agencies, licensing entities, state and federal courts or educational institutions may be included in the investigation.

Date

Applicant's Signature