

**PERSONAL INFORMATION**

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

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Have you ever worked under another name? If so, please state: \_\_\_\_\_

Are you over 18?      Yes      No  
(Proof of age and work permits may be required prior to hiring)

Do you have the legal right to work and be employed in the US?      Yes      No  
(Proof of identity and legal authority must be submitted upon hire)

Are you willing to work occasional weekends, and evenings?      Yes      No

Do you have adequate transportation to and from work?      Yes      No

Are you able to perform the essential functions required for the position for which you are applying, with or without reasonable accommodation? (See job description to review essential functions.)      Yes      No

If no, please describe the functions that cannot be performed:

(Note: Laguna Ocean Foundation complies with all state and federal laws concerning prevention of discrimination in the workplace and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

***Note: In compliance with California law Laguna Ocean Foundation does not inquire into or consider the conviction history of any applicant until after a conditional offer of employment, if any, has been made. Applicants are advised that a conviction history background check will be conducted on all applicants who receive a conditional offer of employment.***

## POSITION(S) APPLYING FOR

Position(s) for which you are applying: \_\_\_\_\_ Date Available: \_\_\_\_\_

How were you referred: \_\_\_\_\_

## EDUCATION

	Name/Location of School	Major/Minor	Graduated Y/N	Degree or Certificate
High School				
College				
College				
Other Education				

Foreign Languages: Read \_\_\_\_\_ Spoken \_\_\_\_\_ Written \_\_\_\_\_

## EMPLOYMENT HISTORY

### Please begin with most recent experience, list no more than the past 7 years

Please furnish all information requested below in order that your qualifications may be adequately evaluated. Use additional sheets if necessary. Start with your present employer and work back, explaining clearly the principal duties performed. Give employers complete address including street, city and state. Account for all employment for the last seven years, including unpaid employment.

Has your employment ever been terminated or have you been asked to resign?      Yes      No

If yes, please explain:

Employer Name, Address, Phone	Dates	Salary	Position	Supervisor Name & Title
	From	Beginning \$	Starting	
To	Ending \$	Ending	May we contact this employer? Yes      No	
Job Duties and Responsibilities		Reason for Leaving		

Employer Name, Address, Phone	Dates	Salary	Position	Supervisor Name & Title
	From	Beginning \$	Starting	
To	Ending \$	Ending	May we contact this employer? Yes      No	
Job Duties and Responsibilities		Reason for Leaving		

Employer Name, Address, Phone	Dates	Salary	Position	Supervisor Name & Title
	From	Beginning \$	Starting	
To	Ending \$	Ending	May we contact this employer? Yes No	
Job Duties and Responsibilities		Reason for Leaving		

Employer Name, Address, Phone	Dates	Salary	Position	Supervisor Name & Title
	From	Beginning \$	Starting	
To	Ending \$	Ending	May we contact this employer? Yes No	
Job Duties and Responsibilities		Reason for Leaving		

**UNEMPLOYMENT DATA** (Please fully explain any gaps in your employment history over the past 7 years.)

From (Date)	To (Date)	Reason

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**COMPUTER AND SOFTWARE EXPERIENCE**

Please list your computer and software experience:

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**PROFESSIONAL SKILLS**

Please list any professional skills and certifications:

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**REFERENCES** Please list three references. At least two should be professional references and one a personal reference. (personal reference should be a non-relative you have known at least 3 years)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known \_\_\_\_\_  
Company \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known \_\_\_\_\_  
Company \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known \_\_\_\_\_  
Company \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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***Please read all the following statements carefully and contact us at [apply@lagunaoceanfoundation.org](mailto:apply@lagunaoceanfoundation.org) for questions or if you need clarification before you sign this section:***

I certify that the information contained in this application is true and correct to the best of my knowledge, and understand that any false or misleading statements or omissions, whenever discovered, regarding this application are grounds for disqualification from further consideration or for dismissal from employment.

If I am hired by Laguna Ocean Foundation (Company), I understand and agree that:

I will preserve in strict confidence all information concerning the business of Company and its clients.

During my employment with Company, I will not accept or hold employment with others that would create a conflict of interest.

If employed by Company, I agree to conform to the guidelines and policies of Company. I understand that I or Company may terminate my employment at any time, with or without cause, and that any assurances of continued employment, whether written, oral or by conduct, will not be interpreted as changing the "at will" nature of my employment relationship with Company, unless specifically acknowledged in writing by an officer of Company. I further understand that Company may also demote or discipline me, or reassign my job responsibilities for any reason, at its sole discretion.

If employed in the U.S., I understand that as a condition of employment I will be required to provide proof of U.S. Citizenship, U.S. permanent residency or authorization to work in the U.S. and personal identification.

Company will conduct a routine investigation in connection with my employment including but not limited to a criminal record check or any condition allowed by law.

I authorize Company to verify all references and information provided by me in this application and release Company, and any person or company responding to any reference or request for information from any claim or liability regarding any information or opinion supplied. I understand that any offer of employment is subject to satisfactory references.

If I am hired, I will be required to sign various documents, including (a) an agreement to send all claims or disputes that may arise between me and Company to final and binding arbitration; and (b) Acknowledgement of Receipt for Employee Handbook, which among other things, outlines Company's expectations concerning my employment and confirms my status as an at-will employee.

I understand and acknowledge that Company performs pre-employment drug testing.

All the foregoing terms and conditions will become part of my employment agreement with Company if I am employed by Company.

Federal and/or state law prohibits discrimination in hiring and employment on the basis of age, color, disability, marital status, national origin, race, religion, sex, veteran status, ancestry, sexual orientation, pregnancy, medical condition, or any other protected characteristics covered by law. No question on this application is intended to be used for any unlawful purpose.

\_\_\_\_\_  
Please type your First and Last Name

\_\_\_\_\_  
Date

*I understand that checking this box constitutes a legal signature confirming that I acknowledge and warrant the truthfulness of the information provided in this document.*

**Laguna Ocean Foundation is an Equal Opportunity Employer. We recruit, hire, train and promote individuals without regard to age, color, disability, marital status, national origin, race, religion, sex, veteran status, ancestry, sexual orientation, pregnancy, medical condition, or any other protected characteristics covered by law. Laguna Ocean Foundation participates in E-Verify.**