



**APPLICATION FOR EMPLOYMENT**

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Date \_\_\_\_\_

Position Desired \_\_\_\_\_

What is your work preference?       Full Time     Part Time

Referral Sources (please give specific names):

Friend \_\_\_\_\_ Phone No. \_\_\_\_\_

Relative \_\_\_\_\_ Phone No. \_\_\_\_\_

School \_\_\_\_\_ Phone No. \_\_\_\_\_

Advertisement \_\_\_\_\_ Phone No. \_\_\_\_\_

Other \_\_\_\_\_ Phone No. \_\_\_\_\_

Please forward completed application to:  
DJ Co-Ops  
26650 The Old Road  
Suite 200  
Valencia, CA 91381  
Or email to: jobs@djcoops.com

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Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
*Last                      First                      Middle*

Address \_\_\_\_\_  
*Number                      Street                      City                      State                      Zip*

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Email \_\_\_\_\_

Have you ever applied for employment with DJ Co-Ops?     Yes     No    If yes, when? \_\_\_\_\_

List any friends or relatives currently employed here \_\_\_\_\_

Are you a United States citizen?       Yes                       No

If offered employment, are you able to provide proof that you have the legal right to work in the United States?  
 Yes                       No

Have you ever been convicted of a felony or any crime related to dishonesty, violent acts (murder, assault, etc.), forgery, or theft?       Yes                       No

If yes, please explain \_\_\_\_\_

Are you out on bail or on your own recognizance pending trial for any crime related to dishonesty or violence?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

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

If not, please describe the functions that cannot be performed. \_\_\_\_\_  
\_\_\_\_\_

Why do you desire to work for DJ Co-Ops? \_\_\_\_\_  
\_\_\_\_\_

What kinds of work are you interested in performing? \_\_\_\_\_

What are your long-range career goals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### EMPLOYMENT

*Beginning with the most recent, please list your last four employers. Provide as much detail as possible. Attach resume for additional history.*

Employer \_\_\_\_\_ Date Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Salary: Start \_\_\_\_\_ End \_\_\_\_\_  
Business Phone \_\_\_\_\_ Position Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_  
Primary Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference?  Yes  No  
If not, please explain \_\_\_\_\_  
\_\_\_\_\_

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Employer \_\_\_\_\_ Date Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Salary: Start \_\_\_\_\_ End \_\_\_\_\_  
Business Phone \_\_\_\_\_ Position Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_  
Primary Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference?     Yes     No

If not, please explain \_\_\_\_\_

Employer \_\_\_\_\_ Date Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Salary: Start \_\_\_\_\_ End \_\_\_\_\_

Business Phone \_\_\_\_\_ Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Primary Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference?     Yes     No

If not, please explain \_\_\_\_\_

Employer \_\_\_\_\_ Date Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Salary: Start \_\_\_\_\_ End \_\_\_\_\_

Business Phone \_\_\_\_\_ Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Primary Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference?     Yes     No

If not, please explain \_\_\_\_\_

**EDUCATION**

<i>Level</i>	<i>School</i>	<i>City/State</i>	<i>Degree/Diploma</i>	<i>Major/Minor</i>
High School				
Junior College				
College/University				
Graduate School				

*Additional Training (seminars, trade schools, business courses, correspondence courses)* \_\_\_\_\_

## OFFICE SKILLS

*Should the following skills relate to the position for which you are applying, please indicate your work-related experience.*

[ ] Please share with us your level of expertise in the following:

PC Format:	None	Minimal	Average	Experienced	Expert
Access:	①	②	③	④	⑤
Excel:	①	②	③	④	⑤
Word:	①	②	③	④	⑤
Other: _____	①	②	③	④	⑤
Other: _____	①	②	③	④	⑤
Other: _____	①	②	③	④	⑤

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## REFERENCES

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*Please give one reference in each of the categories listed below: a business reference familiar with your job performance and a personal reference who understands your personality.*

### BUSINESS REFERENCE

Name \_\_\_\_\_ Years known \_\_\_\_\_  
 Organization \_\_\_\_\_ Position \_\_\_\_\_  
 Home or business address \_\_\_\_\_  
 Phone number \_\_\_\_\_

### PERSONAL REFERENCE

Name \_\_\_\_\_ Years known \_\_\_\_\_  
 Relationship to individual \_\_\_\_\_ Position \_\_\_\_\_  
 Home or business address \_\_\_\_\_  
 Phone number \_\_\_\_\_

To be completed only if applying for the  
**I.T. Programming Position**

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[ ] Please share with us your level of expertise in the following:

	None	Minimal	Average	Experienced	Expert
ASP.Net:	①	②	③	④	⑤
Infragistics:	①	②	③	④	⑤
Crystal Reports:	①	②	③	④	⑤
Other: _____	①	②	③	④	⑤
Other: _____	①	②	③	④	⑤
Other: _____	①	②	③	④	⑤

If you selected “Average” or “Experienced” above, please explain your reason for choosing that answer:

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Please describe the most technologically challenging software you have written:

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What was its’ intended end use? \_\_\_\_\_

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How long did the project take? \_\_\_\_\_

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Is it still in use? \_\_\_\_\_

Please share with us your level of expertise in the following:

	None	Minimal	Average	Experienced	Expert
Troubleshooting Hardware Issues:	①	②	③	④	⑤

If you selected “Average” or “Experienced” above, please explain your reason for choosing that answer:

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Do you have a working knowledge of email configurations? (Please circle one)      Yes      No

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