



# Travelers Aid Society of Los Angeles

1507 Winona Blvd., Los Angeles, CA 90027

Application for Employment

TASLA recruits, hires, and promotes new and present employees for all job classifications without regard to race, creed, national origin ancestry, age, sex (except where sex is a bona fide occupational qualification), sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.

**(PLEASE PRINT)**

Position Applied For:		Date of Application:	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other			
Last Name	First Name	Middle Name	
Address		City/State/Zip	
Telephone		Social Security Number - -	

If you are under 18 years of age, can you provide required proof of eligibility to work?  Yes  No

Have you ever applied to Travelers Aid before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been employed by Travelers Aid before?  Yes  No If yes, when? \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

(Proof of citizenship or immigration status will be required upon employment.)  Yes  No

Are you available to work:  full time,  part time,  shift work,  temporary.

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment.)  Yes  No

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

## Education

Institution	Name & Location	Course of study	Years completed (if not graduated)	Diploma/ Degree
High School (Don't list if you are a college grad.)				
Undergraduate College				
Graduate/ Professional				
Other (specify)				

Indicate any foreign languages you can speak, read, and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

## Specialized Skills:

- Office machines, e.g., calculator, photocopier, fax, typewriter
- User systems, e.g.,  local area network,  Windows,  Windows 95,  DOS
- Word processing software, e.g.,  MS Word  MS Publisher  WordPerfect  Others
- Accounting software, e.g.,  Excel  Lotus 123  Quicken  Quick Books
- Database software, e.g.,  MS Access,  DBase III & IV,  Paradox,  Q&A
- Desktop publishing software, e.g.,  MS Publisher,  Ulead iPhoto Express
- Internet browser software, e.g.,  Netscape  Microsoft Explorer

## Additional Information

Other qualifications. Summarize special job-related skills and qualifications acquired from employment or other experience.

---



---

## Employment Experience

Employer	Dates employed From:      To:	Work performed:
Address; Telephone:	Rate/Salary Starting:      Final:	
Title	Supervisor	
Reason for leaving		

Employer	Dates employed From:      To:	Work performed:
Address; Telephone:	Rate/Salary Starting:      Final:	
Title	Supervisor	
Reason for leaving		

Employer	Dates employed From:      To:	Work performed:
Address; Telephone:	Rate/Salary Starting:      Final:	
Title	Supervisor	
Reason for leaving		

Employer	Dates employed From:      To:	Work performed:
Address; Telephone:	Rate/Salary Starting:      Final:	
Title	Supervisor	
Reason for leaving		

**✂ Note to Applicants:** Do not answer this question unless you have been given a position description of the job for which you are applying. Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?  Yes  No

## References (other than relatives)

(This section may be skipped if you have supplied references on a separate sheet attached to your resume.)

(1) Name/Occupation/Address/Telephone: \_\_\_\_\_

\_\_\_\_\_  
(2) Name/Occupation/Address/Telephone: \_\_\_\_\_

\_\_\_\_\_  
(3) Name/Occupation/Address/Telephone: \_\_\_\_\_

## Applicant's Statement & Release

\* I certify that the answers given herein are true and complete to the best of my knowledge.

\* I authorize investigation of all statements contained in this application and/or my resume for employment as may be necessary in arriving at an employment decision.

\* I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Travelers Aid Society of Los Angeles.

\* In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Travelers Aid Society of Los Angeles.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.