



T Diamond Bar, LLC

BRANDED FOR EXCELLENCE

Employment Application

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Position Desired: _____ Desired Hourly Rate/Salary: \$ _____

What languages do you speak and write fluently? _____

Are you legally eligible to work in the U.S? YES NO Are you at least 18 years or older? YES NO
(Proof of identity and eligibility will be required upon employment) ☐ ☐ (If no, you may be required to provide authorization to work.) ☐ ☐

Have you ever been terminated from employment or asked to resign from an employer? YES NO If yes, please provide company names and details?
☐ ☐ _____

Are you currently employed? YES NO If yes, may we contact your employer? YES NO
☐ ☐ ☐ ☐

If currently employed, why are you considering leaving? _____

Position Information

Check all that you are willing to work: ☐ WEEKDAYS ☐ WEEKNIGHTS ☐ WEEKENDS ☐ HOLIDAY ☐ OVERTIME

If you are not available to work any of the specified times above, please explain: _____

Are you willing to travel for weeks/months at a time? YES NO
☐ ☐

Are you NCCER certified? YES NO If yes, please include your number? _____
☐ ☐

Do you have a state craft license? YES NO If yes, please list? _____
☐ ☐

Have you worked in a supervisory position? YES ☐ NO ☐ If yes, please explain role. _____

Please provide any special skills, experience and/or training that would enhance your ability to perform the position you are applying for. _____

Referral Source

How did you hear about us? _____

Have you ever worked for this company before? YES ☐ NO ☐ If yes, who was your direct supervisor? _____

Do you know anyone who works for our company? YES ☐ NO ☐ If yes, who? _____

Education

Name of High School: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

Name of College/University: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Previous Employment

Company: _____ Phone: _____

Job Title: _____ from _____ to _____

Supervisor: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐ If yes, what is their direct #? _____

Company: _____ Phone: _____

Job Title: _____
from _____ to _____

Supervisor: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐ If yes, what is their direct #? _____

Company: _____ Phone: _____

Job Title: _____
from _____ to _____

Supervisor: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐ If yes, what is their direct #? _____

References

Provide the information for three people not related to you, whom you have known at least three (3) years and who would be willing to provide a job reference for you.

Name	Phone #	Email	Relationship	Years Acquainted

Disclaimer and Signature

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for T Diamond Bar to hire me. If I am hired, I understand that either T Diamond Bar or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of T Diamond Bar has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to T Diamond Bar true and complete information on this application. No requested information has been concealed. I authorize T Diamond Bar to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal even if I am hired.

All offers of employment at T Diamond Bar may be contingent upon clear results of a thorough background check to the extent and in the manner permitted by applicable law. Background checks will be conducted on all candidates after a conditional offer of employment has been made and on all employees who are promoted, as deemed necessary.

To the extent permitted by applicable law, verification of information listed below may include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth, and former addresses.
- **Pre-Employment Drug Testing and Screening:** all candidates who have received a conditional offer of employment will be required to undergo testing for current illegal drug use in accordance with our Drug and Alcohol Policy and applicable law.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held, and additional information available pertaining to performance rating, the reason for departure, and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

The following additional searches will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Criminal History:** includes a review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the business, its employees, or its customers and vendors.

By signing this form, I consent to the background checks described above, to the extent permitted by applicable law, and hereby authorize all individuals, agencies, and former employers to disclose such information to authorized representatives of T Diamond Bar for employment purposes. This authorization expires six months following the date of my signature.

Signature: _____ Date: _____