



Changing Lives for Good is Our Only Business

# APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Personal Information	Last Name		First Name			Middle Initial	Today's Date
	Present Street Address (Do not list P.O. Box)		City	State	County	Zip Code	Social Security #
	Email Address		Cell Phone #			Home Phone #	
	Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you will be required to provide a work permit.				Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of legal authority to work in the United states will be required upon employment.</i>		
	Available Start Date:		Type of Position Requested:			Have you ever been employed by RMA?	
	Requested Rate of Pay: \$ _____ per _____		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 1 <sup>st</sup> Shift	<input type="checkbox"/> 2 <sup>nd</sup> Shift	<input type="checkbox"/> 3 <sup>rd</sup> Shift	If yes, please give dates: _____	
			<input type="checkbox"/> Seasonal	<input type="checkbox"/> Any			
	Referred By: (Please check applicable box and specify if other source)						
	<input type="checkbox"/> Newspaper, please specify _____			<input type="checkbox"/> Agency			
<input type="checkbox"/> Internet Site, please specify _____			<input type="checkbox"/> School, please specify _____				
<input type="checkbox"/> RMA Employee _____			<input type="checkbox"/> Other, please specify _____				
Position Applied for: _____							
<b>Facility:</b>							
Rescue Missions - <input type="checkbox"/> Ventura County <input type="checkbox"/> Lighthouse for Women and Children <input type="checkbox"/> San Fernando Valley <input type="checkbox"/> Central Coast <input type="checkbox"/> Victor Valley							
Thrift Stores - <input type="checkbox"/> Oxnard Mission Bargain Center <input type="checkbox"/> Oxnard Super Thrift <input type="checkbox"/> North Hollywood Super Thrift <input type="checkbox"/> Reseda Super Thrift <input type="checkbox"/> Sun Valley Super Thrift <input type="checkbox"/> Santa Maria Super Thrift <input type="checkbox"/> Victor Valley Super Thrift							
Other - <input type="checkbox"/> Valley Food Bank <input type="checkbox"/> Rescue Mission Alliance Corporate Office <input type="checkbox"/> Auto Sales and Repair							
Are you able to meet the attendance requirements of the position? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Will you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain							
Have you been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain in full _____ <i>(Exclude convictions for marijuana-related offenses for personnel use more than two years old; convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed.) This company will not deny employment to any applicant solely because the person has been convicted of a crime, we will however, consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.</i>							
Driver's License number if driving is an essential job function: _____						State	

A. List last three (3) schools attended, starting with the most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major fields of study. F. Minor field of study (if applicable)

Education	A. School	B. # years completed	C. GPA or Class Rank	D. GPA Class Rank	E. Major	F. Minor

Provide the following information for your past and current employers, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below. **Do not use "See Resume" in lieu of completing this form.**

<b>Employment History</b>	Employer:	Dates of Employment: From	To	
	Address:	Base Salary or Wage: Start	End	
	Supervisor: Title:	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
	Telephone: ( )	Email:		
	Your Job Title:	Reason for leaving:		
	Summarize the type of work:			
	Employer:	Dates of Employment: From	To	
	Address:	Base Salary or Wage: Start	End	
	Supervisor: Title:	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
	Telephone: ( )	Email:		
	Your Job Title:	Reason for leaving:		
	Summarize the type of work:			
	Employer:	Dates of Employment: From	To	
	Address:	Base Salary or Wage: Start	End	
Supervisor: Title:	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Telephone: ( )	Email:			
Your Job Title:	Reason for leaving:			
Summarize the type of work:				

**COMMENTS Including Explanation of Any Gaps in Employment** \_\_\_\_\_

\_\_\_\_\_

List name, telephone, and years known of three business/work references who are not related to you and three school or personal references who are not related to you.

<b>References</b>	<b>Name</b>	<b>Telephone</b>	<b>Years Known</b>
<b>Personal</b>			



# ARBITRATION AGREEMENT

Rescue Mission Alliance (RMA) hopes that employment disputes will not occur. Where such disputes do arise, RMA believes that it is the mutual interest of everyone involved to handle them pursuant to the complaint process outlined in the Employee Handbook and then, if necessary, binding arbitration. Binding arbitration generally resolves disputes quicker than court litigation and minimizes the disturbance to all parties involved. By entering into this agreement, RMA and the undersigned employee are waiving the right to a jury trial for most employment-related disputes. The employee further understands that the consideration for entering into this Arbitration Agreement does not alter the employee's employment at will status with RMA.

RMA and the undersigned employee hereby agree that any dispute with any party that may arise from the employee's employment with RMA or the termination of the employee's employment with RMA, shall be resolved by mandatory, binding arbitration before a retired judge. This binding arbitration includes disputes with RMA's affiliates, successors, and other employees (when directly related to the employee's employment).

This Arbitration Agreement does **not** cover the following claims:

- Claims for wages, bonuses, vacation pay, harassment, discrimination, or any other claims, presented to an administrative agency, such as the Equal Employment Opportunity Commission (EEOC) or federal Wage and Hour Division or any equivalent state administrative agency. If any such claim is removed from the administrative agency's jurisdiction, the parties must then submit to binding arbitration pursuant to this agreement. However, the employee may choose to utilize arbitration prior to filing a claim with one of these agencies;
- Workers' Compensation benefits;
- Claims based upon any RMA employee benefit and/or welfare plan that contains an appeal procedure or other procedure for the resolution of disputes under the plan; and,
- Claims based upon the National Labor Relations Act.

The arbitration requirement applies to all statutory, contractual, and/or common law claims arising from employment with RMA including, but not limited to, the following:

- Any dispute relating to the interpretation, applicability, enforceability, or formation of this Agreement, including but not limited to any claim that all or any part of the Agreement is void or voidable;
- Claims that could be asserted in court, including breach of any express or implied contract or covenant; tort claims; claims for retaliation, discrimination or harassment of any kind, including claims based on sex, pregnancy, race, national or ethnic origin, age, religion, creed, marital status, sexual orientation, mental or physical disability, or other characteristics protected by law. This includes claims under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the federal Fair Labor Standards Act, or any other federal or state statute covering these subjects;
- Claims for violation of any statutory leave law, including the federal Family and Medical Leave Act (FMLA) or related state statute;
- Violations of confidentiality or breaches of trade secrets;

- Violation of any other federal, state, or other governmental law, statute, regulation, or ordinance, whether based on statute or common law. It also covers any claims made against RMA or any of its subsidiary or affiliated entities, or its individual officers, directors or employees for any matters arising out of any of the above claims.
- For any claim where equitable relief would be appropriate, the party entitled to such relief reserves the right to seek any provisional remedy, including but not limited to a temporary restraining order and preliminary injunction, from a court of competent jurisdiction in accordance with Code of Civil Procedure § 1281.8. The parties' entitlement to any permanent injunction or other relief available in a final judgment, however, shall be submitted to arbitration.

Binding arbitration under this Agreement shall be conducted in accordance with any applicable state statutes providing for arbitration procedures. Alternatively, if no such state statutes exist, then the arbitration shall be conducted pursuant to the rules of the American Arbitration Association for employment law disputes. An arbitrator, who shall be a retired superior or appellate court judge, shall be chosen by agreement of the parties or pursuant to the procedures of the American Arbitration Association or any local dispute resolution service administered by the Superior Court of the county in which the dispute arose. Any dispute with any party that arises from Employee's employment with RMA or termination of employment with RMA must be submitted to binding arbitration within the applicable statute of limitations prescribed by law. With the exception of a filing fee that shall not exceed the cost to file a comparable claim in state or federal court, RMA shall pay the fees and costs of the Arbitrator and each party shall pay for its own costs and attorneys' fees. However, the Arbitrator may award costs and/or attorneys' fees to the prevailing party to the extent permitted by law. The parties will be permitted to conduct discovery as provided by the applicable state statute. In the absence of any such statute, the parties shall follow the discovery procedures set forth by the American Arbitration Association. Within 30 days of the conclusion of the arbitration, the Arbitrator shall issue a written opinion setting forth the factual and legal bases for his or her decision. The Arbitrator shall have the power and discretion to award to the prevailing party all damages provided under the applicable law.