

# APPLICATION FOR EMPLOYMENT

## APPLICATION INSTRUCTIONS

Golden Sierra only accepts employment applications for open recruitments. A separate application is required for each position for which you want to be considered. Cover letters, resumes, reference letters, and other supplemental data **will not** be considered during the initial screening process. If selected, official transcripts for all college/university coursework may be required as a condition of employment. Golden Sierra is an equal opportunity employer/program. Women, minorities, and persons with disabilities are encouraged to apply. Auxiliary aids and services are available upon request to individuals with disabilities. To request a reasonable accommodation, please call (916) 773-8540. TDD/TTY users please call the California Relay Service at 711.

## SUBMISSION INSTRUCTIONS

Download, Complete and Save the fillable application using Adobe Reader software. Applications completed by hand (in pen or pencil) will not be accepted. When done, attach your completed PDF application to an e-mail and submit to [hr@goldensierra.com](mailto:hr@goldensierra.com) before the deadline. Applications must be **received** no later than 5:00pm on the closing date. Incomplete, late, mailed applications, faxed applications or resumes in lieu of applications will not be accepted. Do not submit cover letters, resumes, references, certificates or any additional documents with your application. Only the application will be used to consider an applicant's qualifications for the position.

### CONTACT GOLDEN SIERRA

#### E-mail:

[hr@goldensierra.com](mailto:hr@goldensierra.com)

#### Mailing Address:

115 Ascot Drive, Suite 140  
Roseville, CA 95661

## SECTION 1 | APPLICATION INFORMATION

TITLE OF POSITION IN WHICH YOU ARE APPLYING

NAME (FIRST, MIDDLE INITIAL, LAST)

STREET ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE

E-MAIL

Do you object to Golden Sierra making inquiry of your present employer?

Yes

No

How did you hear about this job opening?

Sacramento Bee

Craig's List

CalJOBS

Local Newspaper

LinkedIn

Other \_\_\_\_\_

# EDUCATION

## SECTION 2 | EDUCATION

### High School or GED

NAME OF SCHOOL	
LOCATION (CITY, STATE)	DIPLOMA (YES / NO)

### Undergraduate Coursework

NAME OF COLLEGE/ UNIVERSITY	LOCATION (CITY, STATE)	
COURSE OF STUDY	DEGREE (YES / NO)	DATE AWARDED

### Undergraduate Coursework

NAME OF COLLEGE/ UNIVERSITY	LOCATION (CITY, STATE)	
COURSE OF STUDY	DEGREE (YES / NO)	DATE AWARDED

### Graduate Coursework

NAME OF COLLEGE/ UNIVERSITY	LOCATION (CITY, STATE)	
COURSE OF STUDY	DEGREE (YES / NO)	DATE AWARDED

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COURSE OF STUDY	DEGREE (YES / NO)	DATE AWARDED

# EXPERIENCE

## SECTION 3 | EXPERIENCE

Beginning with your most recent experience, list your employment history for the past 10 years. Experience more than 10 years old may not be considered during the initial screening process. Include military service and volunteer experience if applicable.

FROM (MM/YYYY)	TO (MM/YYYY)	TOTAL YEARS	TOTAL MONTHS
JOB TITLE		HOURS PER WEEK	HOURLY WAGE (\$/HOUR)
DUTIES (MAXIMUM OF 600 CHARACTERS)			
EMPLOYER			
ADDRESS	PHONE NUMBER		
REASON FOR LEAVING			

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## SECTION 4 | STATEMENT OF UNDERSTANDING

### EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, **you may file a complaint within 180 days from the date of the alleged violation with either:**

**Golden Sierra Job Training Agency**  
**Equal Opportunity Officer**  
**115 Ascot Drive, Suite 140**  
**Roseville, CA 95661**  
**goldensierra.com**

**Director, Civil Rights Center (CRC),**  
**U.S. Department of Labor**  
**200 Constitution Avenue NW, Room N-4123**  
**Washington, DC 20210**  
**dol.gov/crc**

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

I hereby certify that all statements made in this application are true and correct. I agree and understand that any misstatement or omission of material facts may cause forfeiture on my part to any employment in the service of Golden Sierra. I further agree to submit to a background check, complete medical examination, and upon employment, to submit verification of my legal right to work in the United States.

### ELECTRONIC SIGNATURE AGREEMENT

By checking "I Accept", you are signing this employment application electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement.

**I ACCEPT**



**Golden Sierra**

ADMINISTRATIVE OFFICE  
115 Ascot Drive, Ste. 140, Roseville, CA 95661  
916.773.8540 • goldensierra.com