



## THE DUNCAN GROUP EMPLOYMENT APPLICATION

Return Application to:

The Duncan Group  
 Attn: Human Resources  
 3533 Empleo St.  
 San Luis Obispo, CA 93401  
 Phone: (805) 781-3088  
 Fax: (805) 544-1901

**INSTRUCTIONS TO THE APPLICANT:**

PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED EXCEPT FOR SIGNATURE. A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH JOB OPENING. AN INCOMPLETE APPLICATION MAY RESULT IN NON-CONSIDERATION. KEEP A COPY OF THE APPLICATION IF YOU REQUIRE ONE. ONCE SUBMITTED, THE APPLICATION AND ATTACHED DOCUMENTS BECOME THE PROPERTY OF THE DUNCAN GROUP.

Please print or type:

<b>Position Applying for:</b>		<b>Date:</b>	
<b>Date you can start:</b>		<b>Desired Salary:</b>	
<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>	
<b>Street Address</b>		<b>Home Phone Number</b> ( ) ( )	<b>Message/Work Phone</b> ( ) ( )
<b>City, State &amp; Zip</b>		<b>Email Address</b>	

**RELATED SKILLS & ABILITIES** • Indicate skills & abilities you possess that are related to the position for which you are applying.

<b>Typing Speed</b> _____ WPM	<b>Word Processing Experience</b> _____ months OR _____ years	<b>Computer Programming Software/Languages</b>
<b>Word Processing Software</b>		<b>Computer Operating Systems / Hardware</b>
<b>Other Skills &amp; Abilities</b> (such as interpreting or other language skills; spreadsheet, database, and other computer software; relevant office equipment)		<b>What foreign languages to you speak/write fluently?</b>
		<b>Licenses/Certificates</b> (Attach copy if required for position; Indicate type, state, class/level, and expiration date.)

Answer (X) "yes" or "no" to each question below:	YES	NO	FURTHER INSTRUCTIONS
1) Are you 18 years of age or older?			1b) If "no," a work permit is required at time of employment.
2) Can you, after employment, submit verification of your legal right to work in the United States?			
3) Do you have any close relative(s) employed at The Duncan Group or Peoples' Self-Help Housing Corp.?			3b) If "yes," indicate name & relationship of relative(s):
4) Have you ever been dismissed from employment?			4b) If yes, please explain.
5) Have you ever applied to this company before?			5b) When?
6) Can you perform the essential functions of this position with or without accommodations?			
7) How did you hear about this position?			
8) Have you been convicted of a misdemeanor or felony as an adult? ____ YES ____ NO If yes, state the nature of the crime(s), when and where convicted and disposition of the case. (Convictions for marijuana-related offenses that are more than two years old need not be listed.)			

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

## EMPLOYMENT HISTORY

- A resume may accompany this form but will not be accepted in lieu of completion of ANY SECTION of this form.
- Include all employment, military, and relevant volunteer experience within the last 10 years (more if needed to qualify) beginning with your current or most recent employer. Additional qualifying or related experience may be listed on a separate sheet with your name.

May we contact your present employer?  YES  NO

May we contact you at work?  YES  NO

May we contact your previous employers?  YES  NO

<b>EMPLOYER #1: Organization/Company Name</b>	<b>Job Title &amp; Department</b>	<b>Average # Hours per Week</b>
<b>Employer's Address</b>	<b>Salary/Payment Basis</b> Start \$        per Final \$        per	<b>Dates of Employment (Mo/Yr)</b> From: To:
<b>Immediate Supervisor &amp; Telephone Number</b>	<b>Reason for Leaving</b>	
<b>Job Duties</b>		
<b>EMPLOYER #2: Organization/Company Name</b>	<b>Job Title &amp; Department</b>	<b>Average # Hours per Week</b>
<b>Employer's Address</b>	<b>Salary/Payment Basis</b> Start \$        per Final \$        per	<b>Dates of Employment (Mo/Yr)</b> From: To:
<b>Immediate Supervisor &amp; Telephone Number</b>	<b>Reason for Leaving</b>	
<b>Job Duties</b>		
<b>EMPLOYER #3: Organization/Company Name</b>	<b>Job Title &amp; Department</b>	<b>Average # Hours per Week</b>
<b>Employer's Address</b>	<b>Salary/Payment Basis</b> Start \$        per Final \$        per	<b>Dates of Employment (Mo/Yr)</b> From: To:
<b>Immediate Supervisor &amp; Telephone Number</b>	<b>Reason for Leaving</b>	
<b>Job Duties</b>		
<b>EMPLOYER #4: Organization/Company Name</b>	<b>Job Title &amp; Department</b>	<b>Average # Hours per Week</b>
<b>Employer's Address</b>	<b>Salary/Payment Basis</b> Start \$        per Final \$        per	<b>Dates of Employment (Mo/Yr)</b> From: To:
<b>Immediate Supervisor &amp; Telephone Number</b>	<b>Reason for Leaving</b>	
<b>Job Duties</b>		
<b>EMPLOYER #5: Organization/Company Name</b>	<b>Job Title &amp; Department</b>	<b>Average # Hours per Week</b>
<b>Employer's Address</b>	<b>Salary/Payment Basis</b> Start \$        per Final \$        per	<b>Dates of Employment (Mo/Yr)</b> From: To:
<b>Immediate Supervisor &amp; Telephone Number</b>	<b>Reason for Leaving</b>	
<b>Job Duties</b>		

**EDUCATION**

Name of High School Attended	City/State of High School Attended	Highest grade level completed (1 - 12, or GED)
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**COLLEGES AND UNIVERSITIES**

Name of College/University #1	City and State	# Units Completed	Unit Type - check (X) one ___ sem ___ qtr
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	
Name of College/University #2	City and State	# Units Completed	Unit Type - check (X) one ___ sem ___ qtr
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	

**BUSINESS, TRADE, VOCATIONAL, TECHNICAL, AND MILITARY SCHOOLS**

Name of School/Institution #1	City and State	# Units Completed	Unit Type - check (X) one ___ sem ___ qtr ___ hrs
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	
Name of School/Institution #2	City and State	# Units Completed	Unit Type - check (X) one ___ sem ___ qtr ___ hrs
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	

**QUALIFICATIONS SUMMARY**

- Briefly describe how your experience, skills, knowledge, and abilities (including any apprenticeships) qualify you for THIS position.

<b>REFERENCES • List at least three persons not related to you who can attest to your professional abilities and character</b>		
<b>Name</b>	<b>Occupation</b>	<b>Telephone No. (w/area code)</b>
<b>Street Address, City, State &amp; Zip</b>		
<b>Name</b>	<b>Occupation</b>	<b>Telephone No. (w/area code)</b>
<b>Street Address, City, State &amp; Zip</b>		
<b>Name</b>	<b>Occupation</b>	<b>Telephone No. (w/area code)</b>
<b>Street Address, City, State &amp; Zip</b>		
<b>Name</b>	<b>Occupation</b>	<b>Telephone No. (w/area code)</b>
<b>Street Address, City, State &amp; Zip</b>		
<b>AVAILABILITY • Check type of employment for which you are available</b>		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		
<b>OTHER</b>		
In case of emergency, notify (name, address and phone number)		

**By signing below:** I hereby certify that all statements made on this application and all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that my stated pre-employment qualifications are subject to verification and I hereby authorize The Duncan Group to confirm any information provided. I understand that any falsification or deliberate omission of fact on my application materials may be cause for termination. The Duncan Group only hires individuals lawfully authorized to work in the U.S. If hired, I agree to provide proof of my identity and work authorization as required by the Immigration Reform and Control Act of 1986. If hired, I agree to abide by all policies and procedures established by The Duncan Group.

Any offer of employment I may receive from The Duncan Group is contingent upon my successful completion of the company's total preemployment screening process, including the company's receiving references that it considers satisfactory, and my satisfactory completion of any post-offer preemployment medical examination that the company may require.

Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment. I further understand that this is an application for employment and that no employment contract is being offered.

I recognize that employment at The Duncan Group is "at will", which means either The Duncan Group or I may terminate my employment at anytime with or without cause or notice. I understand that The Duncan Group retains the sole discretion to modify compensation and benefits, position duties and other terms and conditions of employment, and the right to impose discipline including suspension and demotion, at its sole discretion.

\_\_\_\_\_  
**Applicant's Signature**

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

The Duncan Group considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, The Duncan Group complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. The Duncan Group also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the American with Disabilities Act and applicable state and local laws.