

Application for Employment



All applicants for employment are required to complete and submit this Employment Application.

TriNet
1100 San Leandro Blvd.
San Leandro, CA 94577

TriNet does not discriminate on the basis of sex, age, color, race, religion, marital status, national origin, ancestry, sexual orientation, physical & mental disability, medical condition, genetic information, veteran status, or any other basis protected by federal, state or local law.

Applicant Information

LEGAL NAME				
Last	First	Middle		
HAVE YOU EVER WORKED UNDER ANOTHER NAME? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, UNDER WHAT NAME(S):		
COMPLETE HOME ADDRESS include PO Box, Apt. #, etc.				
Street	City	County	State	Zip Code
HOME PHONE () -		BUSINESS OR OTHER PHONE () -		E-MAIL ADDRESS

Position Applying For

JOB TITLE/TYPE OF WORK			DESIRED SALARY	AVAILABLE START DATE
			\$	
If necessary, are you available to work any of the following? Overtime Holidays Work schedule other than M-F <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No			HOW DID YOU LEARN ABOUT THIS OPENING?	
DESIRED EMPLOYMENT: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			HAVE YOU WORKED FOR OR APPLIED FOR A POSITION AT TRINET BEFORE? <input type="checkbox"/> Yes If yes, what position(s)? <input type="checkbox"/> No	DO YOU HAVE ANY RELATIVES WORKING HERE? <input type="checkbox"/> Yes If yes, who: <input type="checkbox"/> No
IF HIRED, CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			ARE YOU OVER 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF UNDER 18, DO YOU HAVE A WORK PERMIT? <input type="checkbox"/> YES <input type="checkbox"/> NO

Education Begin with most recent college/university/technical school

NAME OF EDUCATIONAL INSTITUTION/LOCATION	MAJOR	NO. OF YEARS	GRADUATE Yes/No	DIPLOMA/DEGREE Yes/No

ANY PROFESSIONAL DESIGNATIONS, TRAINING, PATENTS, PUBLICATIONS, COMPUTER SKILLS RELATED TO THE JOB SOUGHT:

Security

(a) **This section must be completed by all applicants, EXCEPT those applicants in MASSACHUSETTS. For Massachusetts applicants, please skip this section (a) and go directly to section (b), below. Florida applicants should complete this section (a) AND section (c) below.

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR PUNISHABLE BY 6 MONTHS OR MORE OF INCARCERATION WITHIN THE LAST 7 YEARS? (You do not need to disclose: convictions for misdemeanor marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated (such as juvenile offenses); participation in a pre- or post-trial diversion program; a discharge under the Georgia First Offenders Program; or misdemeanor convictions for which probation was completed successfully or otherwise discharged and the case was dismissed.) Yes No

If **yes**, please describe the nature of the offense(s), the date and place of conviction, and the legal disposition of the case. TriNet will not deny employment to any applicant solely because the person has been convicted of a crime. TriNet, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you are applying.

(b) For Massachusetts applicants ONLY: Please note – An applicant for employment with a sealed record on file with the Commissioner of Probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

1. Have you ever been convicted of a felony? Yes No Record
2. Have you been convicted or completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No Record
3. If the answer to Question (2) is **yes**, please state whether you were convicted more than five years ago for any offense (other than a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No Record

Please describe the nature of the offense(s) indicated by your **yes** answers in Questions 1, 2, and/or 3 above, the date and place of conviction, and the legal disposition of the case. TriNet will not deny employment to any applicant solely because the person has been convicted of a crime. TriNet, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you are employing.

(c) For Florida applicants ONLY:

(1) Have you ever been a defendant in a civil action for intentional tort? (An intentional tort is a civil wrong resulting from an intentional act. Examples of an intentional tort include assault, battery, false imprisonment, and intentional infliction of emotional distress.)

Yes No

(2) If **yes**, please describe the nature of the intentional tort and the disposition of the action.

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COMPLETE ALL JOB HISTORY REGARDLESS OF RESUME ATTACHMENT

Employment History List current/most recent position first (attach additional sheets if necessary).

NAME OF EMPLOYER		ADDRESS/LOCATION		DATES EMPLOYED	
				From	To
TYPE OF BUSINESS		POSITION/TITLE		SALARY	
				Starting	Final
MANAGER'S NAME		MANAGER'S TITLE		PHONE	
				()	-
REASON FOR LEAVING:					
NAME OF EMPLOYER		ADDRESS/LOCATION		DATES EMPLOYED	
				From	To
TYPE OF BUSINESS		POSITION/TITLE		SALARY	
				Starting	Final
MANAGER'S NAME		MANAGER'S TITLE		PHONE	
				()	-
REASON FOR LEAVING:					
NAME OF EMPLOYER		ADDRESS/LOCATION		DATES EMPLOYED	
				From	To
TYPE OF BUSINESS		POSITION/TITLE		SALARY	
				Starting	Final
MANAGER'S NAME		MANAGER'S TITLE		PHONE	
				()	-
REASON FOR LEAVING:					

References List three people (other than relatives) who are in a position to evaluate your previous employment performance, preferably former supervisors or people with whom you have worked. (If applying for a supervisory position, please include one subordinate.)

You agree that we may contact each reference below:

NAME	TITLE	COMPANY	PHONE	
			()	Home
			()	Work
NAME	TITLE	COMPANY	PHONE	
			()	Home
			()	Work
NAME	TITLE	COMPANY	PHONE	
			()	Home
			()	Work

**APPLICANT'S
INITIALS**

**CERTIFICATION
AND RELEASE**

_____ I authorize TriNet to verify, in any manner, all statements made by me. TriNet may, for example, interview former employers, co-workers, schools, references, or others and request information and supporting documentation such as transcripts and evaluations.

_____ I authorize any and all former employers, references, or educational institutions to release all information relevant to my employment or education to TriNet, without giving me prior notice.

_____ I release from any liability or responsibility all persons, companies and corporations supplying any information in verifying my statements above, as well as TriNet in connection with its obtaining such information for use in verifying my statements above.

_____ I shall preserve in strictest confidence all information regarding the business or customers of TriNet that may be disclosed to me or come to my attention in the process of applying for a position with TriNet.

_____ If employed by TriNet, I agree to comply with TriNet's policies and procedures, safety rules, and cooperate in any reasonable security investigation. I understand that I am not employed by or entitled to employment by TriNet unless and until I have received and accepted a written offer of employment from a TriNet representative. I also understand that no other act of TriNet, including the acceptance of my application for employment, the scheduling of interviews with me, or any oral or written statements of interest or encouragement, creates an employment relationship with me, and I will not rely on any such act of TriNet. I understand that if I am employed by TriNet, such employment is "at-will," which means that my employment and related compensation may be terminated at any time, with or without cause, and with or without advance notice by me or by TriNet.

_____ I understand that any misrepresentation or omission of fact on this application, my resume, any supplementary materials submitted by me, and interview responses, may be cause for a refusal to hire me or the termination of employment at any time during the period of my employment.

_____ I have reviewed this application personally, and I agree that all statements I have made on this application, in my resume, and other supplementary materials submitted by me are true and correct. I have not knowingly withheld any information that might adversely affect my chance for employment.

APPLICANT SIGNATURE	DATE
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