



EMPLOYMENT APPLICATION

Please return this application to the address on the last page. You may be contacted for an interview upon review of this application.

Name Cortney wilson Date 7/28/2021
Address 1240 Fillmore # 1212 City San Francisco Zip Code 94115
Home Phone 415 4105270 Business Phone _____
Email woodoon10@gmail.com Fax Number _____

EMPLOYMENT HISTORY

Please list the three most recent jobs you have held.
(Or attach a résumé if ALL requested information is included.)

Position Night maintenance Dates Employed 2018
Company Cracker Barrel Supervisor _____
Address _____ City _____ Zip _____
Daytime Phone _____ Fax _____ Email _____

Position Lead custodian Dates Employed 2019
Company Planned companies Supervisor _____
Address _____ City _____ Zip _____
Daytime Phone _____ Fax _____ Email _____

Position Custodian Dates Employed 2019- 2020-2021
Company Tenderloin neighborhood development co Supervisor _____
Address 1251 Turk at City San Francisco Zip 94115
Daytime Phone _____ Fax _____ Email _____



EDUCATION

(Or attach a résumé if ALL requested information is included.)

Current High School/College Name:

Major:

Fresh. ___ Soph. ___ Jr. ___ Sr. ___ Graduate ___

ADDITIONAL INFORMATION

LightHouse for the Blind and Visually Impaired is a Federal contractor and an **Equal Opportunity Employer**. LH is subject to Executive Order 11246, which requires government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. In addition, we are subject to Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment protected veterans. In order to comply with these laws, (Abbr. Name) invites applicants and employees to voluntarily self-identify their gender, race/ethnicity and protected veteran status. (Abbr. Name) does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, protected veteran status, non-disqualifying physical or mental disability, national origin, genetic information, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Check one of the following:

- Male
- Female
- I choose not to self-identify

Check one of the following race/ethnic groups defined on the following page:

- Hispanic or Latino
- White (Not Hispanic or Latino)



- Black or African American (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)
- I choose not to self-identify

Check one of the following:

- I identify as one or more of the classifications of protected veterans as defined on the following page
- I am not a protected veteran.
- I choose not to self-identify

Ethnicity and Race Definitions

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races (Not Hispanic or Latino)** – A person who identifies with more than one of the above five races.



Protected Veteran Definitions

- **Disabled Veteran** - one of the following:
 o a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 o a person who was discharged or released from active duty because of a service-connected disability.
 • **Recently Separated Veteran** - any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.
 • **Active Duty Wartime or Campaign Badge Veteran** - a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
 • **Armed forces service medal veteran** - a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Please list volunteer experiences:

Current _____

Past _____

What are your special skills, interests, talents, and hobbies?

What languages do you speak, read, or write? _____

Are you fluent? _____

How did you hear about the Lighthouse? _____

Have you ever worked with blind or visually impaired persons?

Yes _____ No _____

If yes, please describe: _____

Do you have a valid California Driver License? Yes _____ No _____

Driver’s License # _____ Expiration date _____



REFERENCES

Please list three references; employment references preferred. (Or attach a reference sheet if ALL requested information is included.)

Name Abdul Khan
Relationship Currant supervisor
Address City Zip Code
Home Phone 415 573-5954 Day Phone Fax
Email No. of years acquainted

Name victoria castro
Relationship Property manager
Address City Zip Code
Home Phone 415 5951898 Day Phone Fax
Email No. of years acquainted

Name Letica Robinson
Relationship Desk clerk
Address 15103029392 City Zip Code
Home Phone Day Phone Fax
Email No. of years acquainted

Please Read Carefully, Initial Each Paragraph and Sign Below:

CW

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the



undersigned applicant or a preparer and/or translator (signature provided), have completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

CW I understand LightHouse will check my criminal history records as part of the employment process. Additionally, I agree to be fingerprinted and, if applicable, a motor vehicle record check will be performed along with verification of auto insurance coverage. To the best of my knowledge the above information is correct.

CW I hereby authorize LightHouse to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to LightHouse any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release LightHouse, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

CW I understand that at the time of hire, I must provide original and acceptable documentation that establishes my identity and my eligibility to work in the United States. Acceptable documents are listed on the Employment Eligibility Verification form (I-9), and I may choose which documents to use to satisfy this requirement.

CW LightHouse is an equal opportunity employer and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, religion, sexual orientation and gender, national origin, age, disability or other protected groups under state, federal or local Equal Opportunity laws.

Signature  Date 7/28/2021

Preparer and /or Translator (if applicable)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge, as dictated to me, the information is true and correct.

Signature _____



Print Name Cortney wilson

Date 7/28/2021

Full Address 1240 Fillmore st #1212 San Francisco California 94115

Return completed application to:
Human Resources Department
LightHouse for the Blind and Visually Impaired
1155 Market St., 10th Floor
San Francisco, CA 94103
(415) 431-1481
Fax (415) 863-7568
(HR@lighthouse-sf.org)

Thank you for your interest in employment with LightHouse for the Blind and Visually Impaired and taking the time to thoroughly complete this application.

LightHouse is an equal opportunity employer. LightHouse policy and the law prohibit discrimination and harassment based on an individual's race, ancestry, religion or religious creed (including religious dress and grooming practices), color, age (40 and over), sex, gender, sexual orientation, gender identity or expression, genetic information, national origin (including language use restrictions), marital status, medical condition (including cancer and genetic characteristics), physical or mental disability (including HIV and AIDS), military or veteran status, pregnancy, childbirth, breastfeeding and related medical conditions, denial of Family and Medical Care leave, height and weight, or any other classification protected by federal, state, or local laws, regulations, or ordinances. Our policy and the law prohibit co-workers, third parties, supervisors, and managers from engaging in such conduct.

LightHouse personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Agency.

We strive to maintain a scent-free environment and a drug-free workplace. Employees are expected to behave in accordance with these objectives.

Received: _____ Interview 1: _____ Interview 2: _____
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