

Instruction for Completing Application

- Type or print clearly in ink
- Fill out all pages of the application completely and accurately
- Include a 7-year work history and explain all periods of unemployment
- Ask for supplemental page if more space is needed for work history and/or periods of unemployment.
- Do not include any information related to a disability
- Resumes and supporting documents may be attached, but are not a substitute for completing applications.
- Be sure to read the Applicant Authorization. To continue in the application process, you must sign and date the authorization.
- Do not complete shaded areas. These areas are for Employment Office use only.
- Please ask a representative from Human Resources if you have any questions or need assistance.

Employment Process

- All applications are kept active for a period of 12 months from the date you apply.
- General aptitude tests are given for most entry-level positions.
- Interviews are conducted for current vacancies as well as to develop pools of candidates for out most commonly filled entry-level positions. These interviews are scheduled by appointment only.

Employment Policy

Sempra Energy Solutions is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, medical condition, marital status, sexual orientation, disability or veteran status.

All offers of employment are contingent upon passing an employment entrance physical examination, including a drug screen, as well as providing proof of authorization to work in the United States. The accuracy and completeness of this application will be verified, and a criminal background investigation will be conducted.

Honest disclosures regarding criminal, driving, military and employment records are not an automatic bar to employment – all circumstances will be considered. But, incorrect or incomplete statements may be cause for your rejection before employment or your dismissal after employment.

You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased. Criminal records subject to erasure are records pertaining to a finding of delinquency or that a child was a member of a family with service need, an adjudication as a youthful offender, a criminal charge for which the person was found not guilty or a conviction for which the person received an absolute pardon. If you have had criminal records erased, you are deemed to have never been arrested and may swear so under oath. You cannot be denied employment solely on the basis of a prior arrest, criminal charge or conviction, the records of which have been erased.

Self Identification Applicant Composition

Date:

Last Name:	First Name:	Middle:
Position applying for:		
How did you hear about this opening?		

Sempra Energy Solutions must periodically produce statistical reports on the composition of the Company's applicants for employment. No material from this portion of the form shall be used for making decisions for any individual applicant not shall any notations be make on any application. Completion of this form is voluntary.

Voluntary Survey

Check each of the following that applies to you

Gender: Male Female

Race/Ethnic Data:

White 1 A person having origins in any of the original people of Europe, North America, or the Middle East.

Black 2 A person having origins in any of the black racial groups of Africa

Latino/Hispanic 3 A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander 4 A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This are includes, for example: China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native 5 A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

Veteran Data:

Veteran 1 Any person who served on active duty for a period of more than 180 days other than the Vietnam Era (August 6, 1964 through May 7, 1975).

Vietnam Veteran 2 Any person who served on active duty for a period of more than 180 days, any part of which occurred during the Vietnam Era (August 6, 1964 through May 7, 1975) and was discharged or released there from with other than a dishonorable discharge.

Disabled Veteran 3 A person entitled to disability compensation under laws administered by the Veteran' Administration for a disability rated at 10 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

4 Not applicable

Disability Status:

Any person who:

(a) has a physical or mental impairment which substantially limits such person's major life activities.

(b) has record of such impairment, or

Yes (c) is regarded as having such an impairment

This information will be kept confidential, except that

(a) supervisors and managers may be informed regarding work restrictions or accommodations and

(b) first-aid people will be informed regarding possible emergency treatment.

No Not applicable

Personal Data:

Name: _____ Social Security Number: _____

Home Address: _____

Home Telephone Number: _____ Alternate Phone Number: _____

Former Names Used: _____ Are you 18 years old or over? Yes No

Are you authorized to work in the United States? Yes No

Have you ever been employed by Sempra Energy Solutions? Yes No If yes, when? _____

Do you have any relatives employed by the company? Yes No If yes, list names and relationships: _____

Any uncertainty in answering the questions below should be resolved in favor of disclosure.

Have you ever been convicted of, or pled guilty or nolo contendere (no contest) to a criminal offense (including misdemeanors, felonies, or driving under the influence or drugs or alcohol)? Are there currently any pending criminal charges against you?

You need not disclose and conviction of marijuana offenses in violation of California Health and Safety Code Sections 11357(b) or (c), 11360(c), 11365, 11550, or a statutory predecessor thereof (pertaining to specified offences involving controlled substances).

If yes, list offense, state where it occurred, date and sentence.

Offense	State	Date Occurred	Sentence

Please list any other CITIES and STATES in which you have lived during the past 7 years:

City	State

General Data

Position applying for: _____ Minimum salary desired: _____

Employment category preferred: Full-time (40 hours/week) Part-time (24-32 hours/week)

Are you available for weekend work? Yes No Are you available and willing to work overtime? Yes No

Education and Training

Please list all schools attended.

Education	School Location (City & State)	Dates Attended		Subject/Major	Units Completed or Degree Received
		From	To		
High School		N/A		N/A	
College (s)					
Graduate School(s)					
Trade/Technical School(s) or Business College(s)					
Other					

What languages do you speak and/or write?

List other courses or training which are related to the position applied for:

United States Military Service

Have you served in the U.S. Military? Yes No

If yes, Service and Branch:

Service Dates From: to

Reason for Leaving:

Are you a member of an active reserve unit? Yes No

Current rank/rate:

Personal Driving Record

Do you currently have a valid Driver's License? Yes No

State:

Driver's License No.

If no, please explain:

Has your driver's license ever been revoked or suspended? Yes No

If yes, when?

During the last five years:

Have you been cited for moving violations? Yes No

If yes, how many?

Have you had a vehicle accident? Yes No

If yes, how many?

Work Experience (All blocks must be completed)

Please give employment record for the last 10 years starting with your present employer.

Include part time/temporary work and military service.

Present or Most Recent Employer (Can we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No)		
From	Month to Year	Company Name: Telephone Number:
To	Month to Year	Address:
Starting Salary per	Job Title: Reasons for Leaving:	
	Major Duties:	
Final Salary per		
	Supervisor's Name:	Title:
Next Previous Employer		
From	Month to Year	Company Name: Telephone Number:
To	Month to Year	Address:
Starting Salary per	Job Title: Reasons for Leaving:	
	Major Duties:	
Final Salary per		
	Supervisor's Name:	Title:
Next Previous Employer		
From	Month to Year	Company Name: Telephone Number:
To	Month to Year	Address:
Starting Salary per	Job Title: Reasons for Leaving:	
	Major Duties:	
Final Salary per		
	Supervisor's Name:	Title:
Next Previous Employer		
From	Month to Year	Company Name: Telephone Number:
To	Month to Year	Address:
Starting Salary per	Job Title: Reasons for Leaving:	
	Major Duties:	
Final Salary per		
	Supervisor's Name:	Title:

Next Previous Employer		
From	Month to Year	Company Name: Telephone Number:
To	Month to Year	Address:
Starting Salary per	Job Title:	Reasons for Leaving:
	Major Duties:	
Final Salary per		
	Supervisor's Name:	Title:
Next Previous Employer		
From	Month to Year	Company Name: Telephone Number:
To	Month to Year	Address:
Starting Salary per	Job Title:	Reasons for Leaving:
	Major Duties:	
Final Salary per		
	Supervisor's Name:	Title:
Next Previous Employer		
From	Month to Year	Company Name: Telephone Number:
To	Month to Year	Address:
Starting Salary per	Job Title:	Reasons for Leaving:
	Major Duties:	
Final Salary per		
	Supervisor's Name:	Title:

