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***“Celebrating over 25 Years of Providing Comprehensive Sleep Apnea Care!”***

### APPLICATION FOR EMPLOYMENT

Last Name		First Name		Middle Name	Date
Street Address					Home Telephone
City	State		Zip Code		Day Telephone
Position Applying For:		Have you ever applied for employment with us? <input type="radio"/> Yes <input type="radio"/> No If Yes, Month and Year: _____			Social Security Number:  - -
					Are you at least 18 years old?  <input type="radio"/> Yes <input type="radio"/> No
Full Time <input type="radio"/> Part Time <input type="radio"/>		Hours/Days Available:			If not, your employment will be subject to verification that you meet State/Federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.
Hourly Wage / Salary Preference :					
Will you work overtime if asked? <input type="radio"/> Yes <input type="radio"/> No		When will you be available to begin work?			
Are you legally eligible for employment in the United States? <input type="radio"/> Yes <input type="radio"/> No					
If hired, you will be required to provide proof of work authorization.					
How did you hear about the position?		Have you reviewed the Job Description for the position for which you are applying? <input type="radio"/> Yes <input type="radio"/> No Please explain generally your ability to perform the listed duties.		Do you feel you can perform the essential functions of the job for which you are applying with or without reasonable accommodation?  <input type="radio"/> Yes <input type="radio"/> No	

### EDUCATION INFORMATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
College					
Trade/Technical					
High School					

### SPECIAL CERTIFICATIONS, REGISTRATIONS AND/OR PROFESSIONAL LICENSES

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### TRAINING INFORMATION

Describe any training or relevant training programs including military:
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## EMPLOYMENT INFORMATION

Please give accurate, complete full-time and part-time employment records.  
Start with your present or most current employer.

∂ Company Name:	Telephone:
Address:	Employed - (Month and year) From To
Name of Supervisor:	Supervisor Contact:
State Job Title and Describe Your Work:	Reason for Leaving:
• Company Name:	Telephone:
Address:	Employed - (Month and year) From To
Name of Supervisor:	Supervisor Contact:
State Job Title and Describe Your Work:	Reason for Leaving:
÷ Company Name:	Telephone:
Address:	Employed - (Month and year) From To
Name of Supervisor:	Supervisor Contact:
State Job Title and Describe Your Work:	Reason for Leaving:

We may contact the employers listed above unless you indicate those you do not want us to contact.

**DO NOT CONTACT** Employer Name & Number(s): Reason:

## WORK REFERENCES

Name, Company & Position:	Telephone:
Name, Company & Position:	Telephone:

Sleep Data

## ALL APPLICANTS

I certify that this application for employment with **Sleep Data Services, LLC or Sleep Data Holdings, LLC, hereafter known as “Sleep Data” or the Company**, was completed by me and that all entries and information shown are true and complete to the best of my knowledge.

I understand that false, omitted or misleading information given or omitted from my application or interview(s) may result in discharge. Furthermore, I understand that my employment with Sleep Data is conditional upon the satisfactory completion of an I-9 Proof of Citizenship Application within three days of employment and that my employment is an at-will employment relationship. This means that the relationship may be terminated by either party at any time for any reason.

DATE

SIGNATURE

## **Equal Employment Opportunity and Prohibition Against Harassment Policy Statement**

This policy applies to *all* employees of the Company, including supervisory and non-supervisory employees. It also applies to the treatment of employees by non-employees such as vendors, independent contractors, tenants and visitors to the Company facilities and properties, and to the treatment of these non-employees by the Company's employees.

### **Equal Employment Opportunity**

The Company is committed to providing equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, religious creed,<sup>1</sup> age, sex (which includes breastfeeding or a medical condition relating to breastfeeding)<sup>2</sup>, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, citizenship status, military status, veteran status, marital status, registered domestic partner status, pregnancy, childbirth, medical condition, physical disability, mental disability, genetic characteristics, genetic information, or any other protected status in accordance with all applicable federal, state and local laws. The Company is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. This policy extends to all aspects of the Company's employment practices, including but not limited to recruiting, hiring, placement, promotion, termination, transfer, training, compensation, benefits, leaves of absence, layoff, recall and social and recreational programs and to all other terms and conditions of employment.

### **Harassment**

True equal employment opportunity cannot be accomplished if harassment, discrimination or retaliation on the basis of actual or perceived sex, sexual orientation or preference, gender identity, gender, transgender, age, color, national origin, race or any other legally protected characteristic is tolerated. Accordingly, all such conduct is expressly prohibited. The Company does not tolerate illegal harassment or discrimination and engaging in any such conduct may be the basis for disciplinary action, even where a legally actionable claim does not arise. In keeping with this commitment, all employees of the Company are responsible for assuring that the workplace is free from harassment, discrimination and retaliation. Employees, supervisors and managers who violate this policy are subject to appropriate discipline, up to and including immediate discharge.

Harassment may take many forms, but most commonly includes the following:

- (i) *Verbal harassment* such as jokes, epithets, slurs and unwelcome remarks about an individual's body, dress, clothing, color, physical appearance or talents, derogatory comments, questions about a person's sexual practices and/or patronizing terms or remarks;
- (ii) *Physical harassment* such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact or touching, staring at a person's body, and threatening, intimidating or hostile acts that relate to a protected characteristic; and,
- (iii) *Visual harassment* such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings, gestures, displays with sexually suggestive or lewd objects, unwelcome letters or notes or any other graphic material that denigrates or shows hostility or aversion toward an individual because of the individual's protected characteristics.

### **Complaint Process**

The Company will promptly investigate complaints of harassment. The Company will do its best to maintain confidentiality to the extent possible. The Director of Human Resources is responsible for ensuring an impartial, thorough and timely investigation is completed. Outside investigators may be used for investigations under certain circumstances. The Company will examine complaints of harassment (sexual or others) from the point of view of a reasonable person of the same circumstances as the complainant. The Director of Human Resources is responsible for documenting and tracking all investigations and ensuring timely closures.

### **Sexual Harassment**

Sexual harassment occurs when submission to or rejection of unwelcome sexual conduct by an individual is used as a basis for employment decisions affecting that individual. Unlawful conduct includes threats and demands to submit to sexual requests as a condition of continued employment or offers of benefits in return

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<sup>1</sup> The term "religion" or "religious creed" refers to an employee's religious dress and grooming practices as part of that individual's religious observances or beliefs.

<sup>2</sup> The term "gender identity" refers to a person's deeply-felt internal sense of being male or female, regardless of actual gender. The term "gender expression" refers to a person's behavior or mannerisms or appearance that is perceived as masculine or feminine.

for sexual favors. Sexual harassment also occurs when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive work environment, even if it does not lead to tangible or economic job consequences. Sexual harassment includes verbal harassment, physical harassment, visual harassment and unwanted sexual advances. It also includes retaliation for having reported acts of harassment. Sexual harassment includes harassment of women by men, men by women and gender-based harassment of individuals of the same sex as the harasser.

### **Retaliation**

Taking any adverse action against an employee because they have resisted or complained in good faith about illegal harassment or discrimination is prohibited by law and by this policy. Likewise, those who participate in investigations of such conduct or aid others in bringing forward concerns are protected from retaliation.

### **Harassment, Discrimination or Retaliation in Any Form**

Illegal harassment, discrimination or retaliation in any form, including verbal, physical and visual harassment, is prohibited. The law prohibits employees, supervisors, managers, contractors, third parties, customers, vendors or members of the public with whom employees come in contact with engaging in any activity prohibited by law.

### **Responsibility**

It is the responsibility of each individual at the Company, whether directly involved in the incident or not, to assure that discrimination or harassment on any of these bases or that prohibited harassment or prohibited retaliation does not occur within the workplace.

*If an individual believes that any kind of illegal harassment, discrimination or retaliation is occurring, or observes any such prohibited activity, that individual must immediately report the facts of the incident(s) and the name(s) of the party(ies) involved to the Company.*

Employees may report such incidents either orally or in writing, to their Manager, Human Resources, the President or Owner at any time. Employees do not need to follow any specific "chain of command." All complaints will be quickly and fairly resolved. Any complaint about a supervisor may be reported to Human Resources, or the Company's President/Owner. Affected individuals also may direct complaints to the federal Equal Employment Opportunity Commission ("EEOC") (1-800-669-4000) and/or the California Department of Fair Employment and Housing ("DFEH"), [www.dfeh.ca.gov](http://www.dfeh.ca.gov), (800-884-1684). Timely investigations and resolutions are a priority to Sleep Data. The Company expects supervisors to report complaints of misconduct to the Director of Human Resources or the President as soon as possible after receiving the complaint.

*The Company takes all complaints seriously and wants the opportunity to resolve any problems that may arise. No individual will be retaliated against or otherwise disciplined for reporting in good faith an incident of harassment, discrimination or retaliation or for participating in an investigation. The reporting individual and all participants in an investigation have the assurance of the Company that no reprisals will be taken as the result of the complaint, unless the complaint was filed in bad faith or for an improper purpose.*

Discrimination, harassment, retaliation for opposing harassment or discrimination, or retaliation for participating in investigations of harassment or discrimination, are all illegal. Any individual who is determined to have violated this policy prohibiting harassment, discrimination and retaliation will be subject to appropriate discipline, up to and including immediate termination. Steps will be taken as necessary to prevent any further harassment, discrimination or retaliation.

### **Americans with Disabilities Act**

The Company is committed to fully complying with the Americans with Disabilities Act ("ADA") and all other applicable, federal, state and local laws, and to ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement and, if given, will be required of all persons entering the position, but only after conditional job offers. Medical records and information will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of the essential job functions of the position – auxiliary aids and services are available upon request to individuals with disabilities. All employment decisions are based on the merits of the situation in accordance with defined criteria, not on the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation), as well as equal treatment in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on a non-discriminatory basis. If you believe you need a reasonable accommodation, please make your request to our Director of Human Resources, Julie Golich, at 619-299-6299 or email us at [hr@sleepdata.com](mailto:hr@sleepdata.com).

The Company is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Company complies with any applicable state or local law that provides individuals with disabilities greater protection than provided by the ADA. This policy is neither exhaustive nor exclusive. The Company is committed to taking all other reasonable actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Sleep Data is always interested in qualified job applicants. All employees are urged to refer qualified job candidates, including women and minorities, people with disabilities and veterans to Sleep Data.