Application for Employment

We welcome your interest in City service and we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. **Any false, incomplete or incorrect statements on this application form may result in disqualification of the applicant or dismissal from employment.**

Please Print

Position(s) Applied For: _____ Date of Application: _____

How did you learn about this recruitment? Please specify: ☐ Newspaper advertising ☐ Word of Mouth
☐ City Web Page ☐ Friend/Relative ☐ Walk-In Other_____

Last Name **First Name** **Middle Name**

Address Number **Street** **City** **State** **ZIP Code**

Telephone Number(s) **E-Mail** **Social Security Number**

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No
If yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No
If yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

Are you legally eligible for employment in this country? ☐ Yes ☐ No
(Proof of citizenship or immigration status will be required upon employment)

Date available for work _____/_____/_____

Type of employment desired ☐ Full-Time ☐ Part-Time ☐ Seasonal ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

If your position requires you to drive, do you have a valid California Driver's license? ☐ Yes ☐ No

NOTE TO APPLICANTS: Please do not respond to this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied?
☐ Yes ☐ No

Educational Background

Name/Location	Years Completed	Graduate?	Course of Study	Degree?
High School				
Undergraduate College				
Graduate/Professional				
Other				

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Employed From:	Employed To	Work Performed
Address			
Job Title	Supervisor		
Reason for Leaving			

Employer	Employed From	Employed To	Work Performed
Address			
Job Title	Supervisor		
Reason for Leaving			

Employer	Employed From	Employed To	Work Performed
Address			
Job Title	Supervisor		
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Indicate any foreign language you can speak, read and/or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in dismissal.

Date: _____ Signature: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Please advise us if you need assistance or accommodation in the application/hiring process.

WE ARE PROUD TO BE A DRUG FREE WORKPLACE

Screening tests for drug use may be required as a condition of employment.