

# Application For Employment

## CITY OF CALIFORNIA

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

*(PLEASE PRINT)*

Position(s) Applied For:	Date of Application:		
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Website
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	

Last Name:	First Name:	Middle Name:			
Address:	Number	Street	City	State	Zip Code
Telephone Number(s)			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 present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

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

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*

If YES, please explain:

# Education

	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities.																	
Describe any honors that you have received.																	
State any additional information you feel may be helpful to us in considering your application.																	

Indicate any foreign languages you can speak, read / or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States Military?  Yes  No

If Yes, please describe \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  Yes  No

# Employment Experience

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

1.	Employer:		Dates Employed		Worked Performed
			From	To	
	Address:				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Ending	
Job Title:		Supervisor:			
Reason for Leaving:					
2.	Employer:		Dates Employed		Worked Performed
			From	To	
	Address:				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Ending	
Job Title:		Supervisor:			
Reason for Leaving:					
3.	Employer:		Dates Employed		Worked Performed
			From	To	
	Address:				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Ending	
Job Title:		Supervisor:			
Reason for Leaving:					
4.	Employer:		Dates Employed		Worked Performed
			From	To	
	Address:				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Ending	
Job Title:		Supervisor:			
Reason for Leaving:					

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

## Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

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