



# APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION**

**DATE OF APPLICATION:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

**Physical Address:** \_\_\_\_\_  
(Street) (Apt.#) (City,) (ST) (Zip)

**Mailing Address:** \_\_\_\_\_  
(Street) (Apt.#) (City,) (ST) (Zip)

**Contact Information:** ( ) ( )  
(Home Telephone) (Mobile) (Email Address)

**Are you at least 18 years old?**  Yes  No **are you a licensed Driver?**  Yes  No

**Valid California Driver's License#** \_\_\_\_\_ **Expired Date:** \_\_\_\_\_

**Have you ever worked for this City?**  Yes  No, if yes, when and what department? \_\_\_\_\_

**How did you learn about our City?** \_\_\_\_\_

**Position Sought:** \_\_\_\_\_ **Available Start Date:** \_\_\_\_\_

**Are you currently employed?**  Yes  No

**EDUCATION**

	Name and Location	Graduate?-Degree?	Major/Subject of Study
Grammar School			
High School			
College or University			
Specialized Training, Trade School, etc.			
Other Education			

## Previous Work Experience

**Please list most recent job first:**

**Company Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_ **Date Finished:** \_\_\_\_\_ **Job Title/Role** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**List Job Task or Description:** \_\_\_\_\_

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**Company Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_ **Date Finished:** \_\_\_\_\_ **Job Title/Role** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**List Job Task or Description:** \_\_\_\_\_

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**Company Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_ **Date Finished:** \_\_\_\_\_ **Job Title/Role** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**List Job Task or Description:** \_\_\_\_\_

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**Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position**

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**Reference:**

Below give the names of three (3) persons you are not related too, whom you have known at least one (1) year.

<b>Name</b>	<b>Address</b>	<b>Business</b>	<b>Phone#</b>	<b>#of Years</b>

**AUTHORIZATION:**

**“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed falsified statements on this application shall be grounds for dismissal.**

**I authorize investigation of all statements contained herein and all the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have. Personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.**

**I also understand and agree that no representative of the City has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing unless it is writing and signed by an authorized company representative”**

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**Signature**

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**Date**

**DO NOT WRITE ON THIS PAGE  
FOR INTERVIEWER'S USE ONLY**

**INTERVIEWED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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**COMMENTS:**

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