



APPLICATION FOR EMPLOYMENT

10890 San Pablo Avenue
El Cerrito, California 94530
510-215-4300

FOR EMPLOYEE SERVICES DIVISION USE ONLY:

ACCEPT: _____ REJECT: _____
Exp _____ Late _____
Edu. _____ Other: _____
Incomplete
Application _____

Please fill in form by computer, typewriter, or legible printing in ink.

1. POSITION APPLYING FOR (Give exact title) _____
2. YOUR NAME _____
Last First Middle Other Name Employed Under _____
3. YOUR ADDRESS _____
Street _____
City State Zip Code _____
If you move, notify the Employee Services Division of your new address
4. Phone Number: _____
Home _____
Work or Message _____
5. Are you over 18 years of age? Yes _____ No _____
6. Social Security Number _____

IF YOU RESPOND YES TO THE FOLLOWING QUESTIONS, PLEASE GIVE DETAILS IN THE REMARKS SECTION BELOW.

7. Have you previously been employed by the City of El Cerrito? Yes _____ No _____
8. After reviewing the essential functions from the examination announcement, are there any essential functions of the job for which you are applying that you cannot perform, either with or without reasonable accomodation? (If yes, explain below) Yes _____ No _____
9. Have you ever been discharged or forced to resign from previous employment? (If yes explain below) Yes _____ No _____
10. Have you ever been convicted of any crime, excluding convictions for marijuana related offenses for personal use more than two years old, convictions that have been sealed, expunged or legally eradicated , or misdemeanors for which probation was completed and the case was dismissed by court? If yes, briefly describe the nature of the crime(s), the date, and place of conviction, and the legal disposition of the case. (Note: Matters determined in a juvenile court proceeding and minor traffic offenses are not criminal convictions for the purposes of this question.) No applicant will be denied employment solely on the ground of conviction of a criminal offense. The nature of the offense, the circumstances and the relevancy of the offense to the position applied for may be considered.) Yes _____ No _____
11. If required by the position announcement, do you have the following? Yes _____ No _____
- Driver's License _____
State of Issuance _____ Number _____ Expiration Date _____
- Other Required License _____
State of Issuance _____ Number _____ Expiration Date _____

12. REMARKS:

13. EMPLOYMENT HISTORY

Below, show all employment for, at least, the past 10 years. List your most recent employment first and work backward. You should respond **completely** to the information requested under this section and attempt to cover the requirements in the Examination Announcement. Describe different positions held with the same employer in different blocks, showing dates, etc. Experience may be paid or unpaid, full or part-time. (Part-time work will be prorated to fulltime equivalent.) If more space is needed, you may attach additional sheets.

Employer's Name	Employed Mo/Yr Mo/Yr From _____ to _____	Job Title and Duties
Street Address	Monthly Salary Starting \$ Final \$	
City & State Phone	Hours per Week	
Supervisor	Reason for Leaving	
Employer's Name	Employed Mo/Yr Mo/Yr From _____ to _____	Job Title and Duties
Street Address	Monthly Salary Starting \$ Final \$	
City & State Phone	Hours per Week	
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City & State Phone	Hours per Week	
Supervisor	Reason for Leaving	

Mark Highest Grade Completed 8 9 10 11 12 G.E.D. <input type="checkbox"/> College 1 2 3 4 Grad. Work? Yes <input type="checkbox"/> No <input type="checkbox"/>

Colleges or Universities Attended	Location	From	To	Units Completed		Major Subject	Degree	Year
				Sem	Qtr			

MAY WE CONTACT YOUR PRESENT EMPLOYER REGARDING YOUR QUALIFICATIONS IF SERIOUSLY CONSIDERED? YES NO
 WILL YOU ACCEPT TEMPORARY WORK? YES NO

The City of El Cerrito is an Equal Opportunity Employer.
 If you have a disability that may require special testing arrangements, you must contact the Employee Services Division at (510) 215-4315 in sufficient time prior to your scheduled examination to permit your needs to be considered and reasonably accommodated.

Applicant's Agreement/Acknowledgement

Note: Read carefully before signing.

I certify that the information in this application and any attachments is true and correct to the best of my knowledge. I agree that the City may check and confirm this information. I understand that any misrepresentation, misstatement or omission of a material fact will subject me to disqualification or, if hired, to dismissal, regardless of the amount of time that has passed. I authorize my former employers, supervisors, educational or training institutions and references to provide information in connection with this application or subsequent employment. I hereby release each of these persons or entities, as well as the City of El Cerrito and its officers, agents and employees, from any and all liability arising from such inquiries or the information provided.

I understand that should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by personnel of the City of El Cerrito, I will be entitled to copies of any such public records obtained by the City of El Cerrito unless I mark the box below. I further understand that if I am not hired or the city takes adverse action against me as a result of the information, I am entitled to a copy of any such records, even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

I acknowledge that offers of employment may only be made in writing by an authorized representative of the Employee Services Division. Any offer of employment or my acceptance is contingent on medical examination (including a drug screen, where applicable), background check, verification of identity and authorization to work in the United States and other selection, verification or hiring procedures.

Signature: _____ Date: _____

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In accordance with Section 1233 of the State Government Code and Section 1420 of the State Labor Code, the information requested below will be used for statistical purposes only. It will enable the Employee Services Division to more effectively evaluate our recruitment process. It will also be used to help us determine if there is any adverse impact in our selection process on groups protected under federal and state equal employment opportunity laws. The information is requested on a voluntary basis and will be separated from your application. If you have any questions regarding this request, please contact Employee Services. Although we hope that you will assist us by providing this information, your application will be processed in the same manner whether or not you answer. Thank you.

Check Male or Female: Male Female

APPLIED FOR: _____

Ethnic Identification: _____ White (non-Hispanic)
 _____ Black (non-Hispanic)
 _____ Hispanic
 _____ Asian/Pacific Islander
 _____ American Indian / Alaskan Native

How did you learn of this job announcement?
_____ City Employee _____ Public Bulletin
_____ Employee Ser. Div. _____ Other Agency
_____ State Emplmt. Ofc. _____ Newspaper
_____ Friend or acquaintance _____ Other*

Please explain: _____