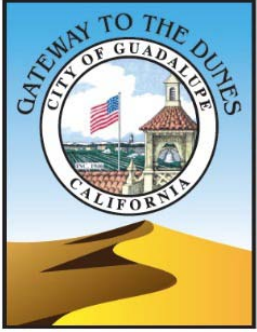


EMPLOYMENT APPLICATION

CITY OF GUADALUPE

918 Obispo Street
(Mailing: P.O. Box 908)
Guadalupe CA 93434
Phone: (805) 343-1340
Fax: (805) 343-5512



Equal access to programs, services and employment is available to all persons. The applicants requiring reasonable accommodation to the application and/or interview process should notify a representative in the Human Resources Department.

Position applied for _____ Date of Application ____/____/____

Referral Source: Advertisement Employee Relative Walk - In
 Other _____ If Employee/Relative, list name _____

Name _____
Last First Middle

Address _____
Street City State & Zip Code

Social Security # _____ Primary Telephone # _____

Alternate Telephone # _____ E-Mail Address _____

- 1) May we contact you at work? Yes No
a) If yes, work number (____) _____ Best time to call _____ AM/PM
- 2) If you are under 18 and it is requested, can you furnish a work permit? Yes No
a) If no, please explain _____
- 3) Have you ever used a different name? Yes No
a) If yes, what name(s) _____
- 4) Have you submitted an application or worked here before? Yes No
a) If yes, give the date(s) and position(s) _____
- 5) Do you have relatives working here for the City of Guadalupe? Yes No
a) If yes, state name(s) and relationship(s) _____
- 6) If hired, can you provide verification of your right to work in the United States? Yes No
- 7) What languages, other than English, do you speak? _____ Read? _____ Write? _____
- 8) Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations? ___Yes ___No If no, please explain _____
- 9) Type of employment desired: Full-time Part-time Temporary Seasonal
- 10) Valid Driver's License # _____ State _____ Expiration Date _____ Class _____

Employment History

Beginning with the most recent, provide information on your current and past employers, assignments or volunteer activities for the last ten (10) years (use additional sheets if necessary). **Do not submit a resume in lieu of, or as a substitution for, the information requested in the application. A resume may be attached to the Application as an addendum only.**

Dates Employed ____/____/____ To ____/____/____	Name & Address of Employer _____ _____	Telephone Number (____) _____	Job Title: _____ Description of Duties: _____
Starting Salary \$ _____ per ____ Final Salary \$ _____ per ____	Name & Title of Supervisor _____		
	Reason for Leaving _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates Employed ____/____/____ To ____/____/____	Name & Address of Employer _____ _____	Telephone Number (____) _____	Job Title: _____ Description of Duties: _____
Starting Salary \$ _____ per ____ Final Salary \$ _____ per ____	Name & Title of Supervisor _____		
	Reason for Leaving _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates Employed ____/____/____ To ____/____/____	Name & Address of Employer _____ _____	Telephone Number (____) _____	Job Title: _____ Description of Duties: _____
Starting Salary \$ _____ per ____ Final Salary \$ _____ per ____	Name & Title of Supervisor _____		
	Reason for Leaving _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates Employed ____/____/____ To ____/____/____	Name & Address of Employer _____ _____	Telephone Number (____) _____	Job Title: _____ Description of Duties: _____
Starting Salary \$ _____ per ____ Final Salary \$ _____ per ____	Name & Title of Supervisor _____		
	Reason for Leaving _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION BACKGROUND

Name & Location	# of Years Completed	Did You Graduate?		Course of Study
High School	Circle One 9 10 11 12	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
College		Major	Degree	
Other, Trade School, etc.				

SKILLS AND QUALIFICATIONS

List any professional licenses, certificates, specialized skills, etc.

List any computer skills, e.g. software, etc.

ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization Names	Offices Held
O	

REFERENCES

List the names and telephone numbers of three business/work references that are NOT related to you. If not applicable, list three school or personal references NOT related to you.

Name	Telephone Number	Number of Years Known
	(____)	
	(____)	
	(____)	

APPLICANT STATEMENT

I certify that all information, answers and statements I have provided in order to apply for and secure work with the **City of Guadalupe** are true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to 1) cancel further consideration of this application; or 2) immediately discharge me from the **City of Guadalupe**, whenever it is discovered.

I expressly authorize, without reservation, the **City of Guadalupe**, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the **City of Guadalupe**, its representatives, employees or agents for seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that the **City of Guadalupe** does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment on the basis prohibited by applicable local, state and federal laws.

I understand that this application does not constitute an agreement or contract for employment for any specified period or definite duration. I further understand that no supervisor or representative of the **City of Guadalupe** is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Administrator of the **City of Guadalupe**.

I certify that I have read and meet the requirements listed in the job description/announcement posted for which this application is being submitted. In connection with this application and if I am hired, I understand that I will be required to provide proof of identity and legal authority to work in the United States and that Federal Immigration laws require me to complete an I-9 form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

____/____/____
Date