

CITY OF GUADALUPE

EMPLOYMENT APPLICATION

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



The City of Guadalupe is an equal opportunity employer. No question on this application is asked for the purpose of illegally limiting or excluding any applicant's consideration for employment because of race, color, religion, sex, age, national original, marital status, ancestry, or physical handicap.

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 Phone # (____) _____

Alternate Phone # (____) _____ E-Mail address _____

- 1) May we contact you at work? Yes No If yes, work number and best time to call ..(____) _____ AM/PM
- 2) If you are under 18 and upon employment, can you furnish a work permit?..... Yes No
- 3) Have you ever used a different name? Yes No If yes, what name(s) _____
- 4) Have you submitted an application here before? _____ Yes No
a) If yes, give the date(s) and position(s) _____
- 5) Have you ever been employed here before?..... Yes No
a) If yes, give dates.....
- 6) Upon hire, can you provide verification of your legal 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
- 9) Type of employment you will accept: Fulltime Parttime Temporary Seasonal
- 10) Do you possess a valid Driver's License? Yes No If yes, State _____ License # _____ 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 Job Title	Telephone Number (____)_____	Description of Duties:
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 Job Title	Telephone Number (____)_____	Description of Duties:
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 Job Title	Telephone Number (____)_____	Description of Duties:
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 Job Title	Telephone Number (____)_____	Description of Duties:
Name & Title of Supervisor		Reason for Leaving	
		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION

11) Did you graduate High School or receive a GED? _____ Yes _____ No

12) List name and location of schools attended other than High School	Course/Major	Degree/Certificate	Completed? Yes/No
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

13) List computer skills (specify software expertise, spreadsheets, etc. _____

14) List any professional licenses/certificates, specialized skills, etc. _____

14) List any professional trade, business or civic associations and any offices held. (You may omit those which indicate your race, creed, color, national origin, ancestry, sex, age, sexual orientation, disability, or any other similarly protected status.)

15) Additional information supporting your qualifications for this position _____

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 that are NOT related to you.

Name	Telephone Number	No. 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 APPLIATNT STATEMET

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

Signature of Applicant

____/____/____
Date