



An Equal Opportunity Employer

Employment Application

Instructions: Please read carefully and answer all questions (print or type). All information on this form will be verified.

Application Date: _____

Name: _____
Last First Middle

Home Telephone (____) _____ Message Phone (____) _____

Social Security No. _____

Present Address: _____
No. Street City State Zip

Permanent Address if different from Present Address:

No Street City State Zip

If applicable, who referred you? Or, how did you hear about this position? _____

Employment Desired _____

Are you applying for:

Regular full-time work? Yes _____ No _____

Regular part-time work? Yes _____ No _____

Temporary work, e.g., summer or holiday work? Yes _____ No _____

What days and hours are you available for work? Yes _____ No _____

Are you available for work on weekends? Yes _____ No _____

Would you be available to work overtime, if necessary? ... Yes _____ No _____

If hired, on what date can you start work? _____

Salary desired: _____

Personal Information

Have you ever applied to or worked for Sand City before?... Yes _____ No _____

If yes, when? _____

Why are you applying for work at Sand City? _____

City Hall
1 Sylvan Park,
Sand City, CA
93955

Administration
(831) 394-3054

Planning
(831) 394-6700

FAX
(831) 394-2472

Police
(831) 394-1451

FAX
(831) 394-1038

Incorporated
May 31, 1960

If hired, would you have a reliable means of transportation to and from work? Yes _____ No _____
 Are you at least 18 years old? Yes _____ No _____
 (If under 18, hire is subject to verification that you are of minimum legal age.)
 Do you have a legal right to work in the job for which you are applying?..... Yes _____ No _____

Pursuant to the Immigration Reform and Control Act of 1986, all applicants, upon being made an offer of employment, must produce documents, which are specified by the federal government, establishing their identity and eligibility for employment in the United States. These documents must be produced no later than seventy-two (72) hours after commencement of employment. You will also be required to sign form I-9 (issued by the federal government) verifying, under oath, your employment eligibility.

Note: Hire may be subject to passing a job-related physical examination after employment offer is made.

Since the age of 18, have you ever been convicted of a felony?..... Yes _____ No _____
 If yes, explain and give dates. (A conviction may not bar you from employment.)

Education, Training and Experience

| School | Name & Address | No. of years Completed | Did you Graduate? | Degree or Diploma |
|---|----------------|------------------------|-----------------------|-------------------|
| Last High School | | | Yes _____ No _____ | |
| College/ University | | | Yes _____ No _____ | |
| Vocational/ Business/ Technical | | | Yes _____ No _____ | |
| Other degrees, credentials, professional certificates | | | | |

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Sand City? Explain.

Employment History

Give a complete record of all employment and reasons for period of unemployment during the past ten years. Attach extra pages if necessary. Complete even if resume is attached. **All employment will be verified.**

1) Name of Last Employer _____
Address _____
 No. Street City State Zip
Telephone No. (____) _____ Your Supervisor's Name _____
Your Position and Duties _____

Date of Employment: From _____ To _____
Weekly Pay: Starting _____ Ending _____
Reason for Leaving: _____

2) Name of Employer _____
Address _____
 No. Street City State Zip
Telephone No. (____) _____ Your Supervisor's Name _____
Your Position and Duties _____

Date of Employment: From _____ To _____
Weekly Pay: Starting _____ Ending _____
Reason for Leaving: _____

3) Name of Employer _____
Address _____
 No. Street City State Zip
Telephone No. (____) _____ Your Supervisor's Name _____
Your Position and Duties _____

Date of Employment: From _____ To _____
Weekly Pay: Starting _____ Ending _____
Reason for Leaving: _____

4) Name of Employer _____
 Address _____
 No. Street City State Zip
 Telephone No. (____) _____ Your Supervisor's Name _____
 Your Position and Duties _____

 Date of Employment: From _____ To _____
 Weekly Pay: Starting _____ Ending _____
 Reason for Leaving: _____

May we contact your present employer?..... Yes ____ No ____

List equipment, office machines or computer software you can operate. _____

5) List special interests, abilities, qualifications, skills, experience or training that may be of benefit to Sand City if you are hired for this position. _____

6) Complete the following chart if you are able to read, write or speak a language other than English.

| Language | Read | Write | Speak |
|----------|------|-------|-------|
| | | | |
| | | | |
| | | | |

Please Read, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize Sand City to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize my former employers to disclose to Sand City any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Sand City, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between me and Sand City in accordance with California at-will employment. I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Sand City, and that no promises or representations contrary to the foregoing are binding on Sand City unless made in writing and signed by me and Sand City's designated representative.

Initials I affirm that I have a genuine intent to seek employment and no other purpose in applying for a job with Sand City. I understand that Sand City is committed to providing a safe, efficient and productive workplace. All offers of employment are conditioned upon successful completion of the pre-placement health screening. In addition, if accepted for employment I agree to abide by the rules and policies of my employer.

My signature below indicates that I have read and understand the above, and that I will abide by the rules and policies of Sand City.

Date _____ Applicant's Signature _____

Sand City is an equal opportunity employer. Federal and State laws prohibit discrimination in employment because of race, color, creed, age, sex, marital status, national origin, physical or mental impairment or medical condition.

Applicant - Please do not write below this line

Interviewed by _____ Date _____

To be completed by applicant if hired

I affirm that the above terms set forth my complete and final understanding as to that upon which I have agreed to be employed by the City of Sand City.

Employee Signature _____ Date _____