



City of Sand City
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. All positions require a resume to be submitted. Applications and resumes may be submitted to hr@sandcityca.org.

Date: _____

Name: _____
Last First Middle

Home phone: _____ Cell phone: _____ Social Security Number: _____

Present address: _____
Number Street City State Zip

Permanent address (if different from present address):

_____ *Number Street City State Zip*

Name of person who referred you, or how did you hear about this position: _____

Position desired: _____

Regular, full-time

Regular, part-time

Temporary (e.g. summer or holiday)

What days and hours are you available to work? _____

Are you available for work on weekends?

Yes

No

Are you available to work overtime?

Yes

No

If hired, what date can you start work: _____

Salary desired: _____

Personal Information

Have you ever applied to, or worked for, the City of Sand City before: Yes No

If yes, when: _____

Why are you applying for work with the City of Sand City: _____

If hired, would you have reliable means of transportation to/from work: Yes No

Are you at least 18 years old? *Minor hires will be subject to verification of minimum legal age.* Yes No

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	# OF YEARS COMPLETED	GRADUATE?	DEGREE/DIPLOMA

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

Employment History

Give a complete record of all employment and reasons for periods of unemployment during the past ten (10) years. Attach extra pages if necessary. Complete even if resume is attached. **All employment will be verified.**

1. Name of current/last employer: _____

Address: _____
Number Street City State Zip

Phone number: _____ Supervisor's name: _____

Your position and duties: _____

Dates of employment: _____ through _____

Reason for leaving: _____

2. Name of employer: _____

Address: _____
Number Street City State Zip

Phone number: _____ Supervisor's name: _____

Your position and duties: _____

Dates of employment: _____ through _____

Reason for leaving: _____

3. Name of employer: _____

Address: _____
Number Street City State Zip

Phone number: _____ Supervisor's name: _____

Your position and duties: _____

Dates of employment: _____ through _____

Reason for leaving: _____

4. Name of employer: _____

Address: _____
Number Street City State Zip

Phone number: _____ Supervisor's name: _____

Your position and duties: _____

Dates of employment: _____ through _____

Reason for leaving: _____

May we contact your present employer? Yes No

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

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

If applicable, list other languages that you are able to read, write or speak other than English.

_____	Read	Write	Speak
_____	Read	Write	Speak
_____	Read	Write	Speak

Please read, initial each paragraph, and sign below.

_____ 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 time elapsed before discovery.

_____ I hereby authorize the City of 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 the City of 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 the City of 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.

_____ 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 the City of 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 the City of Sand City, and that no promises or representations contrary to the foregoing are binding on the City of Sand City unless made in writing and signed by me and the City of Sand City's designated representative.

_____ I affirm that I have a genuine intent to seek employment and no other purpose in applying for a job with the City of Sand City. I understand that the City of 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 the above, and that I will abide by the rules and policies of the City of Sand City.

Date: _____ Applicant signature: _____

The City of 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 – 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: _____