

CITY OF PLEASANTON APPLICATION FOR EMPLOYMENT



PERSONAL INFORMATION

In order to ensure this application is acceptable, please print or type on the application being fully completed in order for it to be considered.

FULL NAME: _____ **DATE:** _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

E-MAIL: _____ **PHONE:** _____

SOCIAL SECURITY NUMBER (SSN): _____ - _____ - _____

DATE AVAILABLE: _____ **DESIRED PAY:** \$ _____ HOURLY SALARY

POSITION APPLIED FOR: _____

EMPLOYMENT DESIRED: FULL-TIME PART-TIME SEASONAL

HOW DID YOU LEARN ABOUT US? ADVERTISEMENT EMPLOYMENT AGENCY
 FREIND RELATIVE INQUIRY OTHER: _____

EMPLOYMENT ELIGIBILITY

ARE YOU PREVENTED FROM LAWFULLY BEING EMPLOYED TO WORK IN THE U.S.?

**Proof of citizenship or immigration status will be required upon employment* YES NO

HAVE YOU EVER WORKED FOR THIS EMPLOYER? YES* NO

***IF YES, WRITE THE START AND END DATES:** _____

DO ANY OF YOUR FRIENDS OR RELATIVES WORK HERE? YES* NO

***IF YES, STATE NAME AND RELATIONSHIP:** _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES* NO

***IF YES, PLEASE EXPLAIN:** _____

CAN YOU TRAVEL, IF THE JOB REQUIRES IT? YES NO

MAY WE CONTACT YOUR PRESENT AND/OR PAST EMPLOYER? YES NO

EDUCATION

HIGH SCHOOL: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? YES NO DIPLOMA: _____

COLLEGE: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? YES NO DEGREE: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

PREVIOUS EMPLOYMENT

EMPLOYER 1: _____
Company / Individual

SUPERVISOR: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

_____ City State Zip Code

STARTING PAY: \$ _____ HOURLY SALARY ENDING PAY: \$ _____ HOURLY SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 2: _____
Company / Individual

SUPERVISOR: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

_____ City State Zip Code

STARTING PAY: \$ _____ HOURLY SALARY ENDING PAY: \$ _____ HOURLY SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 3: _____
Company / Individual

SUPERVISOR: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

_____ City State Zip Code

STARTING PAY: \$ _____ HOURLY SALARY ENDING PAY: \$ _____ HOURLY SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

OTHER TRAINING, PROFESSIONAL, TRADE, ACTIVITIES AND OFFICE HELD

OTHER QUALIFICATIONS: *SUMMARIZE SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE.*

MILITARY SERVICE

ARE YOU A VETERAN? YES NO

BRANCH: _____ RANK AT DISCHARGE: _____

FROM: _____ TO: _____

TYPE OF DISCHARGE: _____

IF NOT HONORABLE, PLEASE EXPLAIN: _____

REFERENCES
(PROFESSIONAL ONLY)

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

BACKGROUND CHECK CONSENT

THE FOLLOWING MUST BE FILLED OUT COMPLETELY FOR YOUR APPLICATION TO BE CONSIDERED.

ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? YES NO

Other Names used: _____
Previous Full Address: _____
Sex: _____ Race: _____ Date of Birth: _____ - _____ - _____
Driver's License: _____ State of license: _____

*Note: Date of birth, sex, and race are being requested only for purpose of identification in obtaining accurate retrieval

DISCLAIMER

I certify that answers given herein are true and complete.

I authorized investigation of all statement contained in this application for employment as may be necessary in arriving at the employment decision. I understand that this is an Equal Opportunity Employer and City of Pleasanton is committed to excellence through diversity.

This application for employment shall be considered active for a limited period of time. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not application are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with City of Pleasanton is of an "at will" nature, which means that the Employee may resign at any time and the Employer, City of Pleasanton, may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of City of Pleasanton.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. I understand that any false or misleading information in my application or interview may result in my employment being terminated. I understand, also, that I am required to abide by all rules and regulations of City of Pleasanton.

SIGNATURE _____ **DATE** _____

Office use only:

Date received: _____
Time received: _____
Received by: _____
Forwarded to: _____