



CITY OF ARTESIA
 18747 Clarkdale Avenue
 Artesia, CA 90701
 (562)865-6262
 Website: www.cityofartesia.us

APPLICATION FOR EMPLOYMENT

Applications are accepted for open positions only. A separate application is required for each position. Type or print in black or blue ink only. Answer all questions. Incomplete or unsigned applications may be subject to disqualification. A resume does not substitute for a complete application.

| | |
|------------------------------------|----------------|
| POSITION applying for _____ | Job Code _____ |
|------------------------------------|----------------|

| | |
|-------------------------------|------------------------------|
| APPLICANT INFORMATION: | |
| Last Name _____ | First Name _____ |
| Middle _____ | Street Address _____ |
| City, State, Zip Code _____ | Unit No. _____ |
| Phone Number: Home _____ | Cell Phone _____ |
| Driver's License # _____ | State _____ Expires on _____ |
| Email address _____ | |

To qualify for employment you must be either (a) a citizen of the United States of America, or (b) a registered alien with government permission to work in this country. Does either statement (a) or (b) describe you status as a resident of this country? Yes ___ No___

As part of the selection process, you will be required to complete and submit a *Candidate Conviction History Questionnaire*. PLEASE DO NOT SUBMIT THE *CANDIDATE CONVICTION HISTORY QUESTIONNAIRE* WITH YOUR APPLICATION. You will be instructed by Human Resources to submit the *Candidate Conviction History Questionnaire* at the appropriate time.

| | | | |
|---|------------|----|----------------------|
| EDUCATION AND TRAINING: Please indicate if you graduated or not. | | | |
| School/College/University/Trade/Technical School | Graduated? | | Degree/Certification |
| (Indicate School Address) | Yes | No | |
| | | | |
| | | | |
| | | | |
| Special Qualifications: List any knowledge and skills you have such as use of computer and software, etc. that may be relevant to this position. | | | |
| _____ | | | |
| _____ | | | |

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE: List all jobs you have had in the past 10 years, starting with your most recent work or volunteer experience. **Please identify and explain any periods of unemployment on a separate sheet of paper. DO NOT WRITE "SEE RESUME". Complete this section even if you are attaching a resume.** Use additional sheets if necessary to include additional experience.

Employer _____ Phone Number _____
 Address _____ City/State/Zip _____
 Your Job Title _____ Dates: From _____ To _____
 Job Duties _____

Name & Title of Supervisor _____ Ending Salary _____
 Reason for Leaving _____ May we contact? Yes ___ No ___

Employer _____ Phone Number _____
 Address _____ City/State/Zip _____
 Your Job Title _____ Dates: From _____ To _____
 Job Duties _____

Name & Title of Supervisor _____ Ending Salary _____
 Reason for Leaving _____ May we contact? Yes ___ No ___

Employer _____ Phone Number _____
 Address _____ City/State/Zip _____
 Your Job Title _____ Dates: From _____ To _____
 Job Duties _____

Name & Title of Supervisor _____ Ending Salary _____
 Reason for Leaving _____ May we contact? Yes ___ No ___

Employer _____ Phone Number _____
 Address _____ City/State/Zip _____
 Your Job Title _____ Dates: From _____ To _____
 Job Duties _____

Name & Title of Supervisor: _____ Ending Salary _____
 Reason for Leaving _____ May we contact? Yes ___ No ___

EQUAL OPPORTUNITY EMPLOYER

PROFESSIONAL REFERENCES: List three individuals, not related to you, who would have knowledge about your qualifications for the position for which you are applying. Do not repeat names of supervisors listed under Employment Experience.

| Name | Address | Phone Number | Years Acquainted |
|------|---------|--------------|------------------|
| | | | |
| | | | |
| | | | |

Have you ever been employed by the City of Artesia? Yes _____ No _____
 If yes, give dates and positions: _____

Are you related to any current City of Artesia employee? Yes _____ No _____
 If yes, please list their names and relationship to you: _____

Have you ever applied before to work for the City of Artesia? Yes _____ No _____
 If yes, when and what position: _____

Are you available to work variable hours, including evenings, weekends and holidays, if the job requires? Yes _____ No _____

Are you able to perform the essential functions of the job with or without reasonable accommodation? Yes _____ No _____
 If no, please list the accommodation that you are requesting. _____

I certify that all information contained in this application is true and correct to the best of my knowledge. I understand that falsification, omission, or misstatements of material fact may be subject to disqualification or, if hired, dismissal from employment. I understand and give my consent that I will be required to be fingerprinted, submit to a background and reference check, and pass a pre-employment physical examination as a condition of employment. I hereby authorize any investigation of any of my former employers, schools, references or any person to furnish to the City of Artesia any information pertaining to my school records, previous employment as may be necessary pertinent to this application. I understand that, if hired, I will be required to abide by all rules and regulations of the City of Artesia.

Signature _____ Date _____

EQUAL OPPORTUNITY EMPLOYER

