

EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER



**PLEASE NOTE:**

1. A separate application is required for each position
2. Incomplete or illegible applications will not be considered

**OFFICE USE ONLY**

Qualified \_\_\_\_\_ Disqualified \_\_\_\_\_  
 Education \_\_\_\_\_  
 Experience \_\_\_\_\_  
 Incomplete \_\_\_\_\_  
 Other \_\_\_\_\_  
 Date Interviewed: \_\_\_\_\_ Score: \_\_\_\_\_  
 Action:  Hired – Effective Date: \_\_\_\_\_  
 Not Hired – Rank Order: \_\_\_\_\_

**POSITION**

Position Applied For: \_\_\_\_\_ Date of Filing: \_\_\_\_\_

**PERSONAL**

Full Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 (Last, First, Middle) (used for tracking purposes only)

Address: \_\_\_\_\_  
 (Street Address) (City) (State) (Zip Code)

Home Phone: \_\_\_\_\_ Business / Alternate Phone: \_\_\_\_\_

Do you have a valid driver's license (if position requires it)? Yes  No  State: \_\_\_\_\_ License Number: \_\_\_\_\_

Have you any relatives working for the City of Pleasant Hill? Yes  No  Email Address: \_\_\_\_\_  
 If yes, give name(s) and relation(s): \_\_\_\_\_

**EDUCATION**

Name of School(s)	Major(s)	Dates		Units	Degree(s)
		From	To		
HIGH SCHOOL:					
COLLEGE/ UNIVERSITY:					
TRADE/ BUSINESS SCHOOL:					

**SPECIAL SKILLS** (Optional unless required by position)

Clerical Skills: Typing – Words per minute (net): \_\_\_\_\_ Short-hand – Words per minute: \_\_\_\_\_

Office Equipment: \_\_\_\_\_

Do you speak any language(s) other than English (please specify): \_\_\_\_\_

Indicate language fluency (check all that apply): Speak  Read  Write

Other special training (Professional licenses, Registrations, etc): \_\_\_\_\_

**CONVICTIONS**

Complete this section ONLY when the position you are applying for is with the Police Department. If not, DISREGARD this section.

Have you ever pled guilty or “no contest” to, or been convicted of a misdemeanor or felony? Yes  No

If yes, please give the date(s) and details: \_\_\_\_\_

Note: Answering “yes” to this question is not an automatic bar to employment. Each case is considered on its own merits. Do not include minor traffic infractions, convictions where the record has been sealed or expunged, any conviction where probation was successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to any participation in pre-trial or post-trial diversion programs. This question does not apply to marijuana-related convictions under California Health and Safety Code sections 11357(b), 11357(c), 11364, 11365, or 11550 if more than two years have passed from the date of conviction.

# EMPLOYMENT HISTORY

Starting with your present or last employer, please account for your past work experience. Please attach any supplemental information you think might be useful. However, be sure you fill out the application fully. **DO NOT MARK THE APPLICATION "SEE RESUME"**

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Name of Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Total Years & Months: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Title of Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

Number of persons you supervised: \_\_\_\_\_ Reason(s) for leaving: \_\_\_\_\_

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Employer Address: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Title of Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

Number of persons you supervised: \_\_\_\_\_ Reason(s) for leaving: \_\_\_\_\_

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Employer Address: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Title of Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

Number of persons you supervised: \_\_\_\_\_ Reason(s) for leaving: \_\_\_\_\_

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## AGREEMENT

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES  NO

I understand that any misrepresentation or deliberate omission of a material fact may be justification for termination or refusal of employment. I agree to undergo physical examination and fully understand that employment is contingent upon meeting the City's physical requirements, which may include a physical agility and psychological test (if required by the position). I also authorize the employers, schools or persons named to give any additional information regarding my qualifications and character.

Please read the above and sign:

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

## EQUAL EMPLOYMENT OPPORTUNITY SURVEY

APPLICANT: Please complete this form and submit it with you application. The completed form is confidential and will be separated from your application. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our Equal Employment Opportunity policy and recruitment efforts.

Title of the position you are applying for:

Reasonable accommodation requests may be made at any stage of the recruitment and selection process. If you require reasonable accommodation, please contact the Human Resources Office to request such accommodation.

How did you learn of this recruitment? (Please check only one)

- City of Pleasant Hill Employee
- City Website
- City Job Hotline
- Newspaper or Publication: \_\_\_\_\_
- Community Organization: \_\_\_\_\_
- Direct Mailer
- Internet (other than City website)
- Other: \_\_\_\_\_

Please indicate gender:     Male     Female

Are you 40 or above?     Yes     No

Please indicate ethnic origin – Please check *only one*:

- White (Non-Hispanic or Latino)** – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Black or African American (Non-Hispanic or Latino)** – A person having origins in any of the Black racial groups of Africa.
- Asian (Non-Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander (Non-Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- American Indian or Alaska Native (Non-Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Non-Hispanic or Latino)** – Persons who identify with two or more racial categories named above.