

City of Rolling Hills Estates Application for Employment

NOTICE TO APPLICANTS: An application form is the basis of a selection procedure, which may include any technique that fairly measures the job-related qualifications of applicants. Please complete all questions and include any supplemental information that you feel would be helpful in the consideration of your qualifications. No aspect of employment will be influenced by an applicant's or an employee's race, color, religion, gender, marital or veteran status, national origin, ancestry, physical or mental disability, age or any other legally protected status as defined by law. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirements of the position being filled.

PLEASE PRINT OR TYPE

Position Applied For _____ Date of Application _____

Last Name _____ First Name _____ Middle Name _____ Driver's Lic. No. _____

Address _____ City _____ State _____ Exp. Date _____
 State _____ Zip _____

Telephone Number _____ Social Security No. (Voluntary) _____

Home _____ Business _____ Cell _____ -- _____

Are you under 18 years of age? Yes No

If you answered yes, can you provide required proof of your eligibility to work? Yes No

Have you ever applied for employment with the City of Rolling Hills Estates (City)? Yes No
 If yes, give date(s) _____

Have you ever been employed by the City? Yes No
 If yes, give date(s) _____

Are you related to any employee of the City? Yes No
 If yes, specify relationship _____

If hired, can you submit verification of your identity and legal right to work in the United States? Yes No

Have you ever been fired or asked to resign? Yes No
 If yes, please explain (attach additional sheet if necessary):

Are there any reasons you may have difficulty performing the essential duties of the job for which you are applying as it is described in the job description? Yes No

If yes, what accommodation(s) would be necessary to assist you? _____

Education: (Educational credentials will be checked only if you are to be considered as a potential candidate for employment.)

NAME/LOCATION OF SCHOOL	YEARS ATTENDED	DEGREE/ DIPLOMA	STUDY EMPHASIS
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HIGH SCHOOL

COLLEGE OR
UNIVERSITY

GRADUATE
PROFESSIONAL

OTHER
(SPECIFY)

List any other courses, seminars or related training which would increase your effectiveness in this position. Include title of course, dates and certificates received.

Summarize job-related skills (i.e., typing speed, shorthand speed, etc., and date last tested), certificates, licenses (include expiration dates) and qualifications acquired from employment or other experience (list machines you can operate, computer/software proficiency and knowledge).

List professional, trade, business or civic activities and offices held. *You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

Employment History:

List all jobs for the last 10 years. Start with your most recent job. **All sections except "Duties" must be filled in even if resume is attached.** Account for any periods of unemployment (if you need more space, attach additional sheets). Employment history will be checked only if you are to be considered as a potential candidate for employment.

Dates of Employment (Month/Year)
From: _____ To: _____
Name and Address of Employer _____

_____ Phone _____
Name & Title of Supervisor _____

Number You Supervised _____ Salary _____

Title of Position _____
Duties: _____

Reason for Leaving (be specific) _____

May we contact your employer? Yes _____ No _____

Dates of Employment (Month/Year)
From: _____ To: _____
Name and Address of Employer _____

_____ Phone _____
Name & Title of Supervisor _____

Number You Supervised _____ Salary _____

Title of Position _____
Duties: _____

Reason for Leaving (be specific) _____

May we contact your employer? Yes _____ No _____

Dates of Employment (Month/Year)
From: _____ To: _____
Name and Address of Employer _____

_____ Phone _____
Name & Title of Supervisor _____

Number You Supervised _____ Salary _____

Title of Position _____
Duties: _____

Reason for Leaving (be specific) _____

May we contact your employer? Yes _____ No _____

Dates of Employment (Month/Year)
From: _____ To: _____
Name and Address of Employer _____

_____ Phone _____
Name & Title of Supervisor _____

Number You Supervised _____ Salary _____

Title of Position _____
Duties: _____

Reason for Leaving (be specific) _____

May we contact your employer? Yes _____ No _____

References:

List at least three professional references that we may contact and who have knowledge of your qualifications (other than immediate supervisors listed in this application). References will be checked only if you are to be considered as a potential candidate for employment.

NAME	ADDRESS	TELEPHONE	RELATIONSHIP
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Applicant's Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this Application for Employment as may be necessary in arriving at an employment decision.

I understand that any false or misleading information, or willful omissions of fact given in my application or interview(s) may result in rejection of this application or dismissal from employment regardless of when the discovery is made by the City. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that appointment to any competitive service position is conditional upon successful completion of a pre-employment physical, probationary period, and verification of a satisfactory driving record (if required). I further understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this City is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

I hereby authorize the City of Rolling Hills Estates to investigate my references, employment history, educational credentials and other matters related to my suitability for employment. I hereby authorize the references, employer and institutions I have listed, including their employees and representatives, to disclose any information related to my work record, education or references. Further, I hereby release the City of Rolling Hills Estates, my former employers, any reference and any other person or entity from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure, and waive the right, if any, to inspect copies of any letter of reference or recommendation.

Signature of Applicant

Date