

Application for Employment

Personal Information			For Office Use Only			
1. Position (Exact Job Title): _____			A ___ S ___ R ___ Date _____			
2. Last Name: _____	First Name: _____	Middle: _____	Reason _____ By _____			
3. Address: _____		Apt #: _____	Exam# _____			
4. City: _____	State: _____	Zip Code: _____	(Date Received)			
5. Email Address: _____		6. Home Phone: () - _____				
7. Work Phone: () - ext _____		9. Cell Phone: () - _____				
8. May we contact you at your work number? <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Cell Phone: () - _____				
10. Are you currently working for the City of Santa Rosa? <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Cell Phone: () - _____				
11. Have you ever worked for the City of Santa Rosa? <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Cell Phone: () - _____				
12. Are you related to, or in a domestic partnership with, any person employed by the City of Santa Rosa? <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Cell Phone: () - _____				
13. I will work: <input type="checkbox"/> Regular Full Time <input type="checkbox"/> Regular Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Limited Term						
14. Can you, after employment, submit verification of your legal right to work in the United States? Please note that if you are applying as a <u>Police Officer</u> , or a <u>Police Officer Trainee</u> , you will need to meet the minimum citizenship standards for Peace Officer employment under California Government Code Section 1031, as indicated on the supplemental questionnaire. <input type="checkbox"/> Yes <input type="checkbox"/> No						
15. Do you want Veterans Preference? If you are, complete and submit the Veteran's Preference form to the Human Resources Department with a copy of your DD214. For more information, call us at 707-543-3060. <input type="checkbox"/> Yes <input type="checkbox"/> No						
16. Have you ever been convicted of a felony or misdemeanor? You are NOT required to disclose: 1) misdemeanor convictions over seven (7) years old or dismissed; 2) convictions that have been sealed, expunged or eradicated; 3) marijuana-related convictions more than two (2) years old for violation of Health and Safety Code Sections 11357(b) or (c), 11360(b), 11364, 11365, or 11550. Conviction is not necessarily a bar to employment. Each case will be given individual consideration. Failure to list all convictions, other than those excluded above, will be considered fraud in securing appointment and will be grounds for termination. <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer yes, list all relevant information. Attach a separate page if necessary.						

Education					
17. Do you have a high school diploma, GED or California High School Proficiency Certificate?					<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Colleges/Universities/ Academies Attended	Dates Attended	Course of Study/ Major	Degree Awarded?	Units Completed	Date Degree Completed
	-		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	-		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	-		<input type="checkbox"/> Yes <input type="checkbox"/> No		
19. Other Relevant Courses and Training	Name/Location of Institute		Length of Course	Date Completed	
20. Professional License or Certification (if required)	Serial #		Date Issued	Expiration Date	
21. Valid Driver's License #:	State:	Class:			
22. Do you speak another language? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the language(s) that you speak: _____			23. Typing Speed if required:		
Persons employed must pass a medical examination, execute a loyalty oath as required by law and be fingerprinted. It is the policy of the City of Santa Rosa to hire only U.S. citizens and aliens authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.					
CERTIFICATION OF APPLICANT: I certify that all statements made in this application are true, and I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the City of Santa Rosa.					
SIGNATURE: _____				DATE: _____	

This section must be filled out. Please note: You may submit a résumé or other relevant document to further describe your qualifications; however, a résumé in lieu of a completed application **will not** meet the requirement to submit a completed application.

Employment History		
25. Employment History: List your work record for at least the past 10 years . Begin with your most recent experience. Include self-employment and U.S. Military Service. Describe the work you did as completely as possible. List each promotion separately. Explain any gaps between employment periods. If more space is needed, use a separate sheet, prepared in the same form and attach it securely.		
Start Date:	Employer Name:	
End Date:	Address:	
Hours per Week:	Position & Department	No of Employees You Supervised:
Salary: \$	Name of Supervisor:	Supervisor's Phone #: () - ext
Reason for Leaving:		
Duties:		
Start Date:	Employer Name:	
End Date:	Address:	
Hours per Week:	Position & Department	No of Employees You Supervised:
Salary: \$	Name of Supervisor:	Supervisor's Phone #: () - ext
Reason for Leaving:		
Duties:		
Start Date:	Employer Name:	
End Date:	Address:	
Hours per Week:	Position & Department	No of Employees You Supervised:
Salary: \$	Name of Supervisor:	Supervisor's Phone #: () - ext
Reason for Leaving:		
Duties:		
Start Date:	Employer Name:	
End Date:	Address:	
Hours per Week:	Position & Department	No of Employees You Supervised:
Salary: \$	Name of Supervisor:	Supervisor's Phone #: () - ext
Reason for Leaving:		
Duties:		
26. Were you ever discharged or forced to resign from any position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
27. Inquiry may be made of your former employers or the last school you attended regarding your performance record. May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

If you are a person with a disability and require accommodation during the examination process, please notify the Human Resources Department at (707) 543-3060 by the final filing date.

ALL APPLICANTS MUST FILL OUT BOTH SIDES OF APPLICATION

Voluntary Information

City of Santa Rosa Equal Employment Opportunity Questionnaire

The City of Santa Rosa is asking all applicants for employment to complete this form in order to comply with United States Government Equal Employment Opportunity requirements. Data collected will be used for statistical purposes and to measure the effectiveness of recruitment efforts.

The information which you provide voluntarily will be detached from your application and will be kept separate and confidential. Santa Rosa is an equal opportunity employer. If you feel you have been treated unfairly or discriminated against because of race, color, religion, national origin, sex, age, disability, or sexual orientation, please contact the City's Human Resources Department at (707) 543-3060 (voice) or 707 543-3063 (TDD).

If, because of a disability or for religious reasons, you wish to arrange an accommodation in order to participate in the testing process, you are encouraged to contact the Human Resources Department at the above-referenced numbers.

Exact title of position for which you are applying: _____ Date: _____

Date of Birth: Month _____ Day _____ Year _____ Your Gender: Male Female

Are you age 40 or over? Yes No

Do you have a disability which impairs one or more of your major life activities (i.e., caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and holding gainful employment)? Yes No

Ethnic Origin (please check one)

- White. All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black. All persons having origins in any of the Black racial groups.
- Hispanic. All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, Samoa, and the Philippine Islands.
- American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Other

How did you learn about this recruitment?

- | | |
|---|---|
| <input type="checkbox"/> City Human Resources bulletin board | <input type="checkbox"/> JobLink |
| <input type="checkbox"/> Other City bulletin board | <input type="checkbox"/> City of Santa Rosa internet site |
| <input type="checkbox"/> City Job Hotline | <input type="checkbox"/> General job internet site |
| <input type="checkbox"/> Interest Card received in the mail | <input type="checkbox"/> Professional/Trade internet site |
| <input type="checkbox"/> Electronic Interest Card | <input type="checkbox"/> Craigslist |
| <input type="checkbox"/> Job announcement received in the mail | <input type="checkbox"/> BAJobs |
| <input type="checkbox"/> City employee | <input type="checkbox"/> Other internet site (please specify) _____ |
| <input type="checkbox"/> Word of mouth (not City employee) | <input type="checkbox"/> Hispanic Hotline |
| <input type="checkbox"/> Santa Rosa Press Democrat | <input type="checkbox"/> Jobs Available |
| <input type="checkbox"/> Other newspaper (please specify) _____ | <input type="checkbox"/> Other publication (please specify) _____ |
| <input type="checkbox"/> School | |