

EMPLOYMENT APPLICATION

City of King
 212 S. Vanderhurst Ave.
 King City, CA 93930

The City of King is an equal employment opportunity employer. The City considers applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

Read these instructions before completing the application:

Complete this application in its entirety. Incomplete applications will not be accepted. It is important to sign and date the application or the application will be considered incomplete. Resumes may be attached, but they will not be accepted in lieu of any information requested. Your qualifications for this position will be evaluated based on the information you provide in your application materials.

Position Applying For		Date Application Submitted	
How did you first hear of this position			
<input type="checkbox"/> City Employee	<input type="checkbox"/> Job Flyer	<input type="checkbox"/> Personal Contact	
<input type="checkbox"/> City's Web Page	<input type="checkbox"/> Craigslist.com	<input type="checkbox"/> Calopps.org	
<input type="checkbox"/> City's Facebook Page	<input type="checkbox"/> Indeed.com	<input type="checkbox"/> PORAC	
<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Job/Career Fair	<input type="checkbox"/> Other:	
Last Name		First Name	
Middle Name			
Address (Number and Street)		City	State
			Zip Code
Email Address		Telephone Number	
If under the age of 18, can you provide required proof of your eligibility to work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Can you submit verification of your U.S. Citizenship or legal right to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you a current regular employee of the City of King?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever been employed with the City of King before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, provide dates of employment:			
Are you currently enrolled in CalPERS, have previously been enrolled in CalPERS, or receiving retirement benefits from CalPERS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have relatives employed by the City of King?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, list their names and the relationship:			
Are you related to any current member of the King City Council or any City Board or Commission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, list their names and the relationship:			
Are you currently a member of the King City Council or any City Board or Commission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, list the City Board or Commission:			
Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Education

What is your highest level of education? _____

Type of School	School - Name & Address	Course of Study	Graduated?	Diploma Received?
High School				
College Graduate School Professional				
College Graduate School Professional				
College Graduate School Professional				
Other/Trade				

List any Certificates and Licenses, Type, Issued Month/Year, Expiration Month/Year, Number, Issued by;

Describe any Skills and the Level of expertise, Specialized Training, Apprenticeship and Extra-Curricular Activities (for example, skills may include Typing Words-per-Minute, Languages other than English, Machinery operation);

Additional Information: Honors & Awards, Interests & Activities, Military Service, Miscellaneous, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, etc.;

Do you possess a valid Driver License? Yes No

Driver License State: _____ Driver License No: _____

Do you have any endorsements or restrictions (other than eyeglasses)? Yes No

If Yes, please list: _____

Work History

Begin with your present or most recent position. Include all paid and unpaid experience which you think qualifies you for this position. All job-related experience should be stated. Use additional sheets, if necessary.

Position Title		Dates Employed		Name and Title of Supervisor	
Employer				Supervisor Telephone Number/email address	
Address, City, State, Zip Code			Reason for Leaving:		
Employer Website:					
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Work Performed					
Position Title		Dates Employed		Name and Title of Supervisor	
Employer				Supervisor Telephone Number/email address	
Address, City, State, Zip Code			Reason for Leaving:		
Employer Website:					
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Work Performed					
Position Title		Dates Employed		Name and Title of Supervisor	
Employer				Supervisor Telephone Number/email address	
Address, City, State, Zip Code			Reason for Leaving:		
Employer Website:					
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Work Performed					

List 3 References who are not relatives	
Name	Contact Number
Profession or position	
Name	Contact Number
Profession or position	
Name	Contact Number
Profession or position	
State any additional information you feel may be helpful to us in considering your application	

Applicant's Statement

I certify that all statements I have made on this application and on other supplemental materials submitted with this application are true, correct, and complete. I hereby authorize the City of King to investigate the accuracy of this information from any person or organization, and I release the City of King and all persons or organizations from all claims and liabilities arising from such investigations or the supplying of information for such investigations.

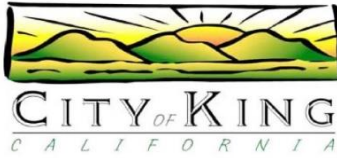
I understand that if I am offered the position, I will be required to submit proof of U.S. Citizenship or the legal right to work in the United States, and that if I am hired, I will be required to take an Oath of Office. I also understand that I may be required to pass a pre-employment drug test, a medical exam, and/or other tests as mandated by Federal, State or Local Law, or by the Administrative Policy of the City of King.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization 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 acknowledge that any false statement or misrepresentation on this application, or on supplemental material submitted with this application, will be cause for refusal to hire or for immediate dismissal at any time during the period of my employment. I also understand that I am required to abide by all rules and regulations of the employer and that I must notify the Human Resources Department of any changes in my contact information including name, address, or phone number.

Signature of Applicant

Date



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An Equal Opportunity Employer

THE FOLLOWING INFORMATION IS VOLUNTARY AND WILL BE REMOVED FROM THIS APPLICATION PRIOR TO ITS REVIEW.

Last Name _____ First Name _____ Date _____

Section 1233 of the California Government Code and Section 1420 of the State Labor Code gives each applicant the opportunity to voluntarily indicate his/her identification on an employment application. This information will be used by the City of King in conducting research and in compiling statistical reports regarding the composition of its job applicants and work force. It is illegal to use this information to discriminate against, or give preference to, a person for hiring or promotion. After this information has been recorded by the Human Resources Department, it will be removed from the application prior to review by hiring departments and shall be maintained in a separate nonpublic file.

PLACE AN "X" NEXT TO YOUR RACIAL/ETHNIC IDENTITY

- 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
- Black (not of Hispanic Origins):** All persons having origins in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central/South American, or other Spanish Cultures, regardless of race.
- Native American or Alaskan Native:** All persons having origins in any of the original peoples of North America, or who maintain cultural identification through tribal affiliation.
- White (not of Hispanic Origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Two or more races:** All persons having origins in more than one race/ ethnic category.
- I do not wish to Self-Identify.**
- Other:** _____

GENDER:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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PLACE AN "X" NEXT TO YOUR SELECTION

Are you an individual who needs an accommodation in the interview/examination process because of a disability? In compliance with the Americans with Disabilities Act and California Fair Employment and Housing Act, the City of King accepts accommodation requests for consideration from applicants with a disability.

Yes No