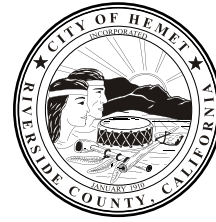


CITY OF HEMET
 445 E. Florida Avenue * Hemet, California 92543-4209 * (951) 765-2315
APPLICATION FOR EMPLOYMENT
 AN EQUAL OPPORTUNITY EMPLOYER



PERSONAL DATA (Type or Print)

Position applied for _____

Name _____

(Last) (First) (M.I.)

Address _____

(Number) (Street) (Apt.)

Home Phone (____) _____ Business Phone (____) _____

(City) (State) (Zip)

Valid California Driver's License # and Class (if required for position) _____ Expiration Date _____

Have you ever worked for the City of Hemet? _____

Date _____ Department _____

The City of Hemet has a policy that prevents employment in a department or office in which a member of his/her immediate family is employed, or in a position where he/she is directly supervised by or supervising a member of the immediate family. By signing this application, you acknowledge this policy and agree to abide by this policy in the event of employment by the City of Hemet.

Do you have any objection to the City contacting your current or previous employers? (if so, specify which employer and why.) _____

Have you ever been convicted of any felony or misdemeanor? [] Yes [] No. If "yes," list the date for each such conviction and the nature of the offense involved. Do not include convictions for minor traffic violations. A conviction is not necessarily a basis for disqualification. _____

Are you presently legally authorized to work in the United States on a full-time basis? Yes No

Will you accept part-time work? _____ Temporary work? _____

Do you know any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodations? Yes No

Please describe any accommodations needed. _____

EDUCATION AND TRAINING

Have you received a High School Diploma, passed a High School Proficiency Test, or received a GED Certificate? Yes No
 Circle the highest grade completed

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

	Name/Location of School	Units Earned	Subject/Major	Degree Earned
High School				
College or University				
Graduate School				
Other Training/Certificates				

WORK EXPERIENCE

Beginning with your MOST RECENT or CURRENT JOB, list all jobs held within the last ten years.

If you were not employed or were a student for any period of time during the last 10 years, please indicate such on the application. If you wish to elaborate on your experience, a resume may be attached, but this section must be completed. A resume will not substitute for the information required in this section. Your application will be rejected if you write "See Resume."

Job Title: _____	Date Started: _____ / _____ / _____	Date Left: _____ / _____ / _____
Recent Employer: _____	(Month) (Year)	(Month) (Year)
Address: _____	Phone: (____) _____	
_____	Salary Per Month: \$ _____ / \$ _____	
_____	(Beginning) (Ending)	
Responsibilities: _____	Hrs. Worked Per Week: _____	
Reason For Leaving: _____		

Job Title: _____	Date Started: _____ / _____ / _____	Date Left: _____ / _____ / _____
Previous Employer: _____	(Month) (Year)	(Month) (Year)
Address: _____	Phone: (____) _____	
_____	Salary Per Month: \$ _____ / \$ _____	
_____	(Beginning) (Ending)	
Responsibilities: _____	Hrs. Worked Per Week: _____	
Reason For Leaving: _____		

Job Title: _____	Date Started: _____ / _____ / _____	Date Left: _____ / _____ / _____
Next Previous Employer: _____	(Month) (Year)	(Month) (Year)
Address: _____	Phone: (____) _____	
_____	Salary Per Month: \$ _____ / \$ _____	
_____	(Beginning) (Ending)	
Responsibilities: _____	Hrs. Worked Per Week: _____	
Reason For Leaving: _____		

Job Title: _____	Date Started: _____ / _____ / _____	Date Left: _____ / _____ / _____
Next Previous Employer: _____	(Month) (Year)	(Month) (Year)
Address: _____	Phone: (____) _____	
_____	Salary Per Month: \$ _____ / \$ _____	
_____	(Beginning) (Ending)	
Responsibilities: _____	Hrs. Worked Per Week: _____	
Reason For Leaving: _____		

Please list any other information not covered by this application you feel is pertinent to the position for which you are applying.

CERTIFICATION OF APPLICANT: (Read Carefully)
I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false, incomplete, or incorrect statements may result in my disqualification or dismissal from employment with the City of Hemet. I authorize the City of Hemet to investigate my qualifications, employment record, or character through inquiries to any sources mentioned in this application, unless otherwise stated. In the event the City, for employment purposes, receives any public records of arrests, indictments, convictions, civil judicial actions, tax liens, or outstanding judgments pertaining to me:

- I do not wish to receive a copy of the public records.
- I do wish to receive a copy of the public records and I understand they will be provided to me within 7 days after they are obtained.

APPLICATION MUST BE SIGNED

(Signature of Applicant)

Date

**CITY OF HEMET
EQUAL EMPLOYMENT OPPORTUNITY
VOLUNTARY REPORTING INFORMATION**

The City of Hemet is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, age, national origin, disability, veteran status, marital status, sexual orientation or any other classification protected by Federal, state, or local law. The information will be used only in the compilation of data for Affirmative Action reporting. Providing this information is strictly voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired.

Print Name: _____ Date: _____

Position Applied For: _____

Gender:

Male **Female**

Ethnic Group:

American Indian or Native Alaskan - A person having origins in any of the original peoples of North, Central and South America and who maintains tribal affiliation or community attachment.

Asian - 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, Indian, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American - A person having origins in any of the Black racial groups of Africa.

Hispanic or Latino - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.

Native Hawaiian or Other Pacific Islanders - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

How did you learn about this job opportunity:

Newspaper/Magazine _____ City Website City Employee
 City Bulletin Board Friends/Relatives Other _____

I have read the above and voluntarily provide the requested information.

I have read the above and decline to provide the requested information.

Signature of Applicant

Date

<p>Personal and Confidential This page contains sensitive information, which is stored in a secure location, separately from Personnel records.</p>
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