

EMPLOYMENT APPLICATION

The City of Clayton is an Equal Opportunity Employer and hires on the basis of qualifications (training and experience), and ability to perform effectively in the specified position. We do not and will not discriminate on the basis of race, color, religion, gender, etc., nor for disabilities that can reasonably be accommodated.

Position applying for: _____

Name: _____

Last

First

Middle

Mailing Address: _____

City

State

Zip

Home Phone: _____ Message Phone: _____

Date of Birth: _____

Drivers License Number: _____ State: _____ Expiration: _____

Are you a citizen of the United States? ___Yes ___No

If not do you have a work permit from the U.S. Immigration and Naturalization Service?

___Yes ___No Permit No. _____ (Proof required)

Are you over 18 years of age? ___Yes ___No

If no, can you submit a work permit from school? ___Yes ___No

POLICE OFFICER AND TRAINEE CANDIDATES ONLY:

Are you at least 21 years of age: ___Yes ___No

If no, date you will become 21: _____

Are you a graduate of a POST Basic Academy? ___Yes ___No

Are you currently attending a POST Basic Academy? ___Yes ___No

List any other names under which you may have worked or education records may be filed:

Have you ever been convicted of a crime that resulted in imprisonment, probation, or a fine of \$50 or more? [DO NOT include convictions settled in juvenile court or under a Youth Offender Law or convictions that are over two (2) years old for violations of Health and Safety Code Sections 11357, 11360, 11364, 11365 or 11550, as these statutes related to marijuana prior to January 1, 1976, or violations of a statutory predecessor to any of these statutes. A conviction record will not necessarily bar you from employment. Each case will be given individual consideration based on job relatedness].

Your answer may be checked and an untrue answer is grounds for disqualification:

_____Yes _____No

If yes, give date, place, and disposition of each case:

Please list three references with phone numbers:

1. _____
2. _____
3. _____

EDUCATION AND TRAINING:

Circle Highest Grade Completed: 8 9 10 11 12 G.E.D.

College 1 2 3 4 Graduate Work? Yes ____ No ____ Colleges or Universities attended:

Location _____ From _____ To _____

Units Completed Degree/Certificates _____

Major _____

Office Skills and Office Machines you can operate:

Heavy Equipment and Field Tools you can operate:

Special Certificates: _____

Title _____ Date Issued _____ Date Expires _____

Number _____

Signature: _____ Date: _____

EMPLOYMENT RECORD:

Begin with present or most recent position. List work record for past five years, include any other pertinent experience. This section must be completed. A resume may be attached, but does not substitute for completing this section.

From: _____ Month/Year To: _____ Month/Year

Title of Position: _____

Last Salary/Pay Scale: _____

Name and address of employer: _____

Name of supervisor: _____

No. supervised: _____

Phone No: _____ May we contact? ____ Yes ____ No

Duties included: _____
Reason for Leaving: _____

From: _____ Month/Year To: _____ Month/Year
Title of Position: _____
Last Salary/Pay Scale: _____
Name and address of employer: _____
Name of supervisor: _____
No. supervised: _____
Phone No: _____ May we contact? ____ Yes ____ No
Duties included: _____
Reason for Leaving: _____

From: _____ Month/Year To: _____ Month/Year
Title of Position: _____
Last Salary/Pay Scale: _____
Name and address of employer: _____
Name of supervisor: _____
No. supervised: _____
Phone No: _____ May we contact? ____ Yes ____ No
Duties included: _____
Reason for Leaving: _____

The information in this application is correct to the best of my knowledge. I understand and agree that any intentional misstatement or omission of material fact may be cause for disqualification or termination of employment. I understand that the City of Clayton will perform a background investigation based on the information given in my application, including but not limited to criminal and driving record searches, employment and education verification, and relevant citizenship or immigration status; and that such investigations may result in disqualification from employment with the City. Except as otherwise noted, previous employers are authorized to give any and all information concerning my previous employment. I understand that if offered a position with the City of Clayton I may be required to submit to medical and/or psychological examinations, and that any offer of employment is conditioned on the results of such examination.

Signed: _____ Date: _____