



# EMPLOYMENT APPLICATION

**HUMAN RESOURCES DIVISION**  
 P. O. Box 8039 • 1666 North Main Street  
 Walnut Creek, California 94596  
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This area for Human Resources Division Use Only

**EQUAL OPPORTUNITY EMPLOYER**

**PLEASE TYPE OR PRINT IN INK. INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED**

POSITION APPLIED FOR : \_\_\_\_\_ DATE : \_\_\_\_\_  
 ( Print exact title )

NAME : \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_  
 Last First Middle

ADDRESS: \_\_\_\_\_ TELEPHONES:  
 Number Street Apt. Home: (\_\_\_\_) \_\_\_\_\_  
 Work: (\_\_\_\_) \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

OTHER NAMES YOU HAVE USED OR ARE KNOWN BY \_\_\_\_\_ e-mail: \_\_\_\_\_

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR RIGHT TO WORK IN THE UNITED STATES?  
 \_\_\_\_\_

ARE ANY RELATIVES EMPLOYED BY THE CITY OF WALNUT CREEK? YES ( ) NO ( ) IF YES, PLEASE LIST.  
 \_\_\_\_\_

WILL YOU ACCEPT TEMPORARY WORK? YES [ ] NO [ ] PART TIME? YES [ ] NO [ ]

WILL YOU ACCEPT SHIFT, EVENING OR WEEKEND WORK, IF REQUIRED? YES [ ] NO [ ]

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME WHICH RESULTED IN IMPRISONMENT, PROBATION, OR THE PAYMENT OF A FINE OR FORFEITURE OR BAIL OF \$50 OR MORE? YES [ ] NO [ ] (a YES answer does not automatically disqualify you). IF YOUR ANSWER IS "YES", PLEASE EXPLAIN INCLUDING WHERE, WHEN AND THE NATURE OF THE CRIME.  
 (NOTE: You do not need to answer "yes" or explain: 1) any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; 2) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Penal Code section 1203.4; or 3) misdemeanor convictions for marijuana-related offenses that are more than two years old.)  
 \_\_\_\_\_  
 \_\_\_\_\_

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? (CALIFORNIA LICENSE REQUIRED FOR POSITIONS WHICH REQUIRE DRIVING)  
 YES [ ] NO [ ] IF YES, PLEASE EXPLAIN:  
 \_\_\_\_\_

DRIVER'S LICENSE NO. \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

**SPECIAL QUALIFICATIONS**  
 List licenses, certificates and/or registrations required for this job.

TITLE	DATE ISSUED	DATE EXPIRES	NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OFFICE SKILLS: Typing Speed \_\_\_\_\_

**EDUCATION & TRAINING :**

Circle Highest Grade Completed 8 9 10 11 12 G.E. D. College 1 2 3 4 Grad Work? Yes No

Colleges or Universities attended	Location	Units Completed		Major Subject	Type of Degree or Certificate	Date Degree or Cert. Awarded
		Semester	Quarter			

**EMPLOYMENT RECORD:** Begin with present or most recent position. **List work record for past ten years, and include any other pertinent experience.** You may attach a resume but it is **NOT** a substitute for completing this section. Attach additional sheets if necessary.

**MUST COMPLETE**

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:			
Employer Name:		Phone No: ( )	Your duties were:			
Street Address:						
City:	State:	Zip:				
Name and Title of supervisor:						
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:	
FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:			
Employer Name:		Phone No: ( )	Your duties were:			
Street Address:						
City:	State:	Zip:				
Name and Title of supervisor:						
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:	
FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:			
Employer Name:		Phone No: ( )	Your duties were:			
Street Address:						
City:	State:	Zip:				
Name and Title of supervisor:						
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:	
FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:			
Employer Name:		Phone No: ( )	Your duties were:			
Street Address:						
City:	State:	Zip:				
Name and Title of supervisor:						
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:	

May we contact your present employer as to your character, qualifications, etc? Yes [ ] No [ ]

I hereby certify that all statements made herein or otherwise by me in applying for a position of employment with the City of Walnut Creek are true and correct. I understand and agree that my misstatement or omission of material fact will cause forfeiture of my rights to employment by the City of Walnut Creek. I understand that employment is contingent upon my provision of written verification of my identity and legal right to work in the United States.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

# SUPPLEMENTAL QUESTIONNAIRE

NAME : \_\_\_\_\_ DATE : \_\_\_\_\_

POSITION APPLIED FOR : \_\_\_\_\_

The information requested below will be used for statistical purposes only. It will enable the Human Resources Division to evaluate City selection processes for compliance with federal and state equal employment opportunity laws. This information is requested on a voluntary basis and will not be retained as part of your application. If you have any questions regarding this request, please contact the Human Resources Division. **Your application will be processed whether or not you complete these questions.** Thank you for your assistance.

\_\_\_\_\_ MALE          \_\_\_\_\_ FEMALE

## ETHNIC CATEGORY

- \_\_\_\_\_ NATIVE AMERICAN      The category "**Native American**" includes persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- \_\_\_\_\_ ASIAN      The category "**Asian**" includes 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, and Samoa.
- \_\_\_\_\_ BLACK (non-Hispanic)      The category "**Black**" includes Blacks, African-Americans, persons of Jamaican, Trinidadian, West Indian descent and persons having origins in any of the Black racial groups of Africa.
- \_\_\_\_\_ FILIPINO      The category "**Filipino**" includes all Filipino ancestry or ethnic origin.
- \_\_\_\_\_ HISPANIC      The category "**Hispanic**" includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- \_\_\_\_\_ WHITE (non-Hispanic)      The category "**White**" includes persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- \_\_\_\_\_ OTHER      (Please specify) \_\_\_\_\_

## JOB SOURCE INFORMATION

Please indicate where you learned of this job vacancy:

- \_\_\_\_\_ Interest Card Received / Walk-in to Human Resources Division.
- \_\_\_\_\_ Newspaper (Please Specify) \_\_\_\_\_
- \_\_\_\_\_ City's web site
- \_\_\_\_\_ Internet bulletin board (Please Specify) \_\_\_\_\_
- \_\_\_\_\_ Job Flyer Posted at Another Agency
- \_\_\_\_\_ State Employment Office
- \_\_\_\_\_ Professional Journal or Publication (Please Specify) \_\_\_\_\_
- \_\_\_\_\_ College Placement Service
- \_\_\_\_\_ Friend or Relative
- \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_