

CITY OF HUGHSON
 7018 Pine Street
 Hughson, CA 95326

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How did you Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other

Last Name	First Name	Middle Name
Address Number Street City State Zip		
		Social Security Number
Telephone Numbers		

Best time to contact you at home is.....:.....am/pm

If you are under 18 years of age, can you provide required proof of your eligibility to work?.....Yes ____No

Have you ever filed an application with us before?.....Yes ____No

If Yes, Give Date.....

Have you ever been employed with us before?.....Yes ____No

If Yes, Give Date.....

Do any of your friends or relatives, other than spouse, work here?.....Yes ____No

Are you currently employed?Yes ____No

May we contact your present employer?Yes ____No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status.....Yes ____No
Proof of citizenship or immigration status will be required upon employment.....Yes ____No

Date available for work ____/____/____ What is your desired salary range?.....

Are you available to work: ____Full Time (please indicate 1 2 3 shift)
 ____Part Time (please indicate Morning Afternoon)
 ____Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall?.....Yes ____No

Can you travel if a job requires it?.....Yes ____No

Have you been convicted of a felony within the last five years?.....Yes ____No

A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status

Employer		Dates Employed		WORK PERFORMED
Address		From	To	
Telephone Numbers				
Job Title	Supervisor	Hourly Rate/Salary		
Reason For Leaving		Starting	Final	

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Address		From	To	
Telephone Numbers				
Job Title	Supervisor	Hourly Rate/Salary		
Reason For Leaving		Starting	Final	

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
 You may exclude membership which would reveal gender, race, religion, national origin, ge, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (Check Skills/Equipment Operated)

____ Terminal ____ Spreadsheets ____ PC/MAC
____ Word Processing / ____ WPM ____ Typewriter/ ____ WPM ____ Shorthand/ ____ WPM

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

_____ Yes _____ NO

References

1. _____
(Name) (Phone#)

(Address)

2. _____
(Name) (Phone#)

(Address)

3. _____
(Name) (Phone#)

(Address)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview _____ Yes _____ No

Remarks

Employed _____ Yes _____ Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____

NAME AND TITLE

DATE

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date

NAME:

POSITION:

DATE: / /