

City of Pinole



Human Resources
Department

EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER

2131 Pear Street, California 94564
Telephone: (510) 724-9006

Visit our web site at: www.ci.pinole.ca.us

This area for Human
Resources Department
Use Only

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: _____
Number Street Apt.

CITY: _____ STATE: _____ ZIP: _____

TELEPHONES: Home: (____) _____ Cell: (____) _____ Work: (____) _____

E-MAIL: _____

OTHER NAMES YOU HAVE USED OR ARE KNOWN BY _____

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR RIGHT TO WORK IN THE UNITED STATES? YES NO

ARE ANY RELATIVES EMPLOYED BY THE CITY OF PINOLE? 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

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**. Attach on a separate form if more than four certificates.

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

OFFICE SKILLS: Typing Speed _____ (if specific typing speed is required for this job, attach certification from a community college, adult education program, vocational training center or recognized employment agency, dated within the last 12 months)

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 Pinole 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 Pinole. 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

(Police and Recreation Employees Only)

POSITION APPLIED FOR : _____

NAME : _____ DATE : _____

The information requested below will enable the Human Resources Division to evaluate candidates for compliance with federal and state equal employment laws. This information requested is mandatory. Your application will not be processed if you do not complete the question below. Thank you for your assistance.

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.)

VOLUNTARY APPLICANT SELF-IDENTIFICATION FORM

To assist the City of Pinole in complying with the United States Government Equal Employment Opportunity reporting requirements, applicants are asked to voluntarily provide the following information. The form will be separated from your application before the screening process, will be kept confidential, and in no way will be used in the selection process. Information collected from this form will be used only for research and statistical purposes.

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.

POSITION APPLIED FOR : _____

NAME : _____ DATE : _____

GENDER: _____ 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 Department.
- _____ 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) _____