



APPLICATION FOR EMPLOYMENT

An equal employment opportunity employer

NOTICE TO APPLICANTS: An application form is the basis of a selection procedure which may include any technique which fairly measures the job-related qualifications of applicants. Please complete all questions and include any supplemental information which you feel would be helpful in the consideration of your qualifications. No aspect of employment will be influenced by an applicant's or an employee's race, color, religion, sex, national origin, ancestry, physical or mental disability or age as defined by law. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirements of the position being filled.

PLEASE PRINT OR TYPE

Position for which you are applying _____

PERSONAL DATA

Name _____

Last First Middle

Email Address: _____ Driver's License No. _____

Address _____

Street City State Zip Code

Home Telephone (_____) _____ Cell Phone No. (_____) _____

If hired, can you submit verification of your legal right to work in the United States? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever applied for employment with the City of Rancho Palos Verdes? Yes No If yes, indicate date(s)

Have you ever worked for the City of Rancho Palos Verdes? Yes No (From _____ to _____)

Are you related to an employee of the City? Yes No If YES, give name, department and specify relationship.

Have you ever been discharged or forced to resign from a position because of misconduct or unsatisfactory service?

Yes No If yes, please explain.

(Note: We comply with the Americans With Disabilities Act and the Fair Employment and Housing Act, and consider reasonable accommodations that are required for eligible applicants and employees perform the essential functions of the position.)

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? Yes No

If you answered Yes, please list all offenses, giving date, location, nature, and disposition for each below. Use additional sheets if necessary.

PROFICIENCIES

List skills you possess and/or equipment you can operate and your level of proficiency that relate to the job for which you are applying. _____

List any language other than English in which you are proficient that may relate to the job for which you are applying.

Language: _____ Speak Read Write

EDUCATION

Highest level of education completed : HS/GED Some College Associate Degree Bachelors Masters

If you do not have a HS diploma, GED or CA Equivalency select the highest grade completed, please select below.

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

| EDUCATION | NAME & LOCATION OF SCHOOL | YEARS ATTENDED | DEGREE OR CERTIFICATES | YEAR RECEIVED | STUDY EMPHASIS |
|-----------------------------------|---------------------------|----------------|------------------------|---------------|----------------|
| HIGH SCHOOL | | X | | X | |
| COLLEGE, UNIVERSITY, TRADE SCHOOL | | | | | |
| OTHER | | | | | |

List any applicable certificates of professional or vocational competence, licenses, or any other related training.

REFERENCES

List at least three professional references whom we may contact and who have knowledge of your qualifications and experience.

| NAME | ADDRESS | TELEPHONE | RELATIONSHIP |
|------|---------|-----------|--------------|
| | | | |
| | | | |
| | | | |

EMPLOYMENT HISTORY

Please list at least ten years of work experience and if necessary attach additional sheets for employment history. **All sections must be completed including the "Duties" section even if resume is attached.** Please begin with your most recent job. **Account for any period of unemployment.**

Dates of Employment (Month, Year)

From: _____ To: _____

Name and Address of Employer: _____

Name & Title of Your Supervisor: _____

Contact No. _____

Number You Supervised: _____ Salary: _____

Title of Position: _____

Hours Weekly: _____ Duties: _____

Reason for Leaving (be specific): _____

May we contact your employer? Yes No

Dates of Employment (Month, Year)

From: _____ To: _____

Name and Address of Employer: _____

Name & Title of Your Supervisor: _____

Contact No. _____

Number You Supervised: _____ Salary: _____

Title of Position: _____

Hours Weekly: _____ Duties: _____

Reason for Leaving (be specific): _____

May we contact your employer? Yes No

Dates of Employment (Month, Year)

From: _____ To: _____

Name and Address of Employer: _____

Name & Title of Your Supervisor: _____

Contact No. _____

Number You Supervised: _____ Salary: _____

Title of Position: _____

Hours Weekly: _____ Duties: _____

Reason for Leaving (be specific): _____

May we contact your employer? Yes No

Dates of Employment (Month, Year)

From: _____ To: _____

Name and Address of Employer: _____

Name & Title of Your Supervisor: _____

Contact No. _____

Number You Supervised: _____ Salary: _____

Title of Position: _____

Hours Weekly: _____ Duties: _____

Reason for Leaving (be specific): _____

May we contact your employer? Yes No

ADDITIONAL INFORMATION: Please attach any additional information you wish covering your qualifications or interest pertinent to the position for which you are applying. A resumé will be accepted as a supplement to this completed form; however, it may not be submitted in lieu of this form.

NOTICE TO APPLICANT: References, employment history and educational credentials will be checked only if you are to be considered as a potential candidate for employment. In compliance with the Immigration Reform and Control Act of 1986, the City of Rancho Palos Verdes requires that all new employees provide documentation to establish both work authorization and identity at the time of employment.

Offers of employment will be conditioned upon successful completion of a criminal history background investigation and medical examination.

Applicants will be screened based on the qualifications for the job as described. Applications evaluated as best matching the needs of the City will continue in the selection process. The selection process may include any or all of the following: a written or practical examination, an assessment center examination, a skills test, and oral interview(s). The selection process may be changed as deemed necessary by the City Human Resources Office. The provisions of any job flyer, job advertisement, or job application do not constitute an expressed or implied contract. The provisions may be modified or revoked without notice.

CERTIFICATE OF APPLICANT: I understand that any false statement or willful omissions of fact on this application and any attachments may constitute grounds for rejection of this application or dismissal from employment regardless of when the discovery is made by the city. Therefore, I certify that the statements made on this application and attachments are true and complete to the best of my knowledge.

I understand that appointment to any competitive service position is conditional upon successful completion of a probationary period, and that a probationary employee serves at will and may be discharged at any time during the probationary period without prior notice or cause. I further understand that management employees are at will employees who serve at the pleasure of the City Manager and may be discharged at any time without prior notice or cause.

I hereby authorize the City of Rancho Palos Verdes to investigate my references, employment history, educational credentials and other matters related to my suitability for employment. I hereby authorize the references, employers and institutions I have listed, including their employees and representatives, to disclose any information related to my work record, educational record or references. Further, I hereby release the City of Rancho Palos Verdes, my former employers, any reference and any other person or entity from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure and waive the right, if any, to inspect copies of any letter of reference or recommendation.

Signature of applicant _____

Date _____

UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED

APPLICANT: DO NOT WRITE BELOW THIS LINE. FOR PERSONNEL OFFICE USE ONLY.



CONSENT, AUTHORIZATION, AND RELEASE FOR THE CITY OF RANCHO PALOS VERDES TO CONDUCT A BACKGROUND INVESTIGATION

This is to inform you that as part of our procedure for evaluating a candidate for employment, the City of Rancho Palos Verdes may conduct a background investigation, in which information is obtained by the City through contact with your past and present employers, friends, references, criminal record sources, DMV, educational institutions, certification boards, business associates and other parties with whom you are acquainted, with regard to your character, general reputation, personal characteristics and mode of living. The information obtained may be used, in whole or in part, to evaluate you for employment and assignment.

APPLICANT'S CONSENT AND AUTHORIZATION

In connection with my application for employment, I hereby consent to and authorize the City of Rancho Palos Verdes to conduct a background investigation, which may consist of a comprehensive review and investigation of my background, qualifications, experience, education, employment history, references and other information (including criminal history records and public records). I understand that successful completion of a background investigation is a prerequisite to employment with the City of Rancho Palos Verdes. I further understand that if I refuse to consent to a background investigation, I will not be permitted to proceed further in the application process.

D Yes

D No

APPLICANT'S CONSENT AND AUTHORIZATION FOR RELEASE OF INFORMATION BY THIRD PARTIES

I further hereby authorize, consent to and request that any present or former employers; schools, colleges, universities or other educational institutions; law enforcement agency; or other person or entity having personal knowledge of or information regarding me, furnish to the City of Rancho Palos Verdes, or its employees or authorized agents, any and all information about me, my background, employment, education and qualifications for employment with the City of Rancho Palos Verdes. This consent and authorization includes, but is expressly not limited to, the disclosure of any data or materials regarding: criminal convictions; traffic citations; court civil and criminal records/reports; other criminal justice reports; school transcripts; traffic accident reports/records; probation/parole records/reports; credit history; job positions held; job duties; salaries and benefits; employment discipline; employment evaluations and appraisals; prior job applications; applications for promotions, reassignments and transfers; educational history; medical information; and also includes any data or materials regarding disciplinary action which have been sealed or agreed to be withheld pursuant to any prior agreement, without further notice to me.

D Yes

D No

RELEASE

I hereby release, discharge and agree to hold harmless the City of Rancho Palos Verdes, its City Council and each member thereof and its officers, agents and employees from any and all liability of any nature or kind whatsoever arising out of the conduct of the background investigation and the furnishing and inspection of any documents, records and other information pursuant to this form or any aspect of the background investigation. Similarly, I hereby release, discharge and agree to hold harmless any present or former employer; school, college, university or other education institution; law enforcement agency; or other person or entity and its or their officers, agents and employees from any and all liability of any nature or kind whatsoever arising out of the conduct of the Background Check and the furnishing and inspection of any documents, records and other information pursuant to this form or any aspect of the background investigation.

D Yes

D No

WAIVER OF RECEIPT OF PUBLIC RECORDS

I understand that I have the right to receive a copy of certain public records (records documenting arrests, indictments, convictions, civil judicial actions, tax liens and outstanding judgments) obtained by the City as a result of my background investigation. (Source: California Civil Code Section 1786.53.)

D Yes

D No

I hereby waive my right to receive a copy of any public records (records documenting arrests, indictments, convictions, civil judicial actions, tax liens and outstanding judgments) obtained by the City pursuant to this consent form. (Source: California Civil Code Section 1786.53.)

D Yes

D No

A facsimile or photocopy of this Consent, Authorization and Release Form may be accepted with the same authority as the original.

Name (please print) _____

Signature _____

Date _____

If name has changed, print former name(s) here: _____

**Return the original of this form to:
Human Resources Office,
City of Rancho Palos Verdes
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA., 90275-5391**

Notice: Please refer to the federal Fair Credit Reporting Act (15 U.S.C. Sections 1681, et seq.), and the California Investigative Consumer Reporting Agencies Act (California Civil Code Sections 1786.10 et seq.), for further information on your specific rights.