



Cloverdale City Hall, 124 N. Cloverdale Blvd. Cloverdale, CA 95425
Phone: 707.894.2521; Fax: 707.894.3451
Hours: Monday-Thursday, 8:00 AM – 5:00 PM

EMPLOYMENT APPLICATION

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

Name Last First Middle Social Security # - -

Address Street City State Zip Code

Telephone # ( ) Cell/Other Phone # ( ) E-mail Address

Position(s) applied for Volunteer Police Cadet Date of Application / /

Are you able to perform the essential functions of the position for which you are applying, with or without reasonable accommodations? Yes No

Referral Source (Please check the appropriate category and name the source.)

- Walk-in School
Employee Job Fair
Advertisement Staffing Agency
City website Government Employment Agency
Other Internet website Other

If necessary, best time to call you at home is : AM/PM

May we contact you at work? Yes No

If yes, work number and best time to call ( ) - : AM/PM

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s)

Have you ever been employed here before? Yes No

If yes, give dates From / / To / /

Are you legally authorized to work in the United States? Yes No

Date available for work / /

What is your desired salary range or hourly rate of pay?

\$ Per

Type of employment desired: Full-Time Part-Time
Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No

Will you work overtime if required? Yes No

If no, please explain

If driving is a required function of the job for which you are applying, provide driver's license number:

State

Have you ever been bonded? Yes No

NOTE: Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation and rehabilitation will be taken into account. (In answering these questions, do not include minor traffic infractions and convictions for which the records has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs, and marijuana-related offenses that occurred over two years ago.)

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a misdemeanor or felony? Yes No

If yes, please give details:

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No

If yes, please give the date and details:

## Employment History

Starting with your most recent employer, provide the following information:

Employer	Telephone # (      )	Month    Year    Month    Year Date employed:      /      to      /
Street address	City                      State	<b>Compensation (Starting)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary                      \$                      per
Starting job title/final job title		Commissions/Bonus/Other Compensation    \$
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	<b>Compensation (Final)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary                      \$                      per
Why did you leave?		Commissions/Bonus/Other Compensation    \$
Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		
What were the things you liked least about the position?		
Employer	Telephone # (      )	Month    Year    Month    Year Date employed:      /      to      /
Street address	City                      State	<b>Compensation (Starting)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary                      \$                      per
Starting job title/final job title		Commissions/Bonus/Other Compensation    \$
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	<b>Compensation (Final)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary                      \$                      per
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Why did you leave?		Commissions/Bonus/Other Compensation    \$
Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		
What were the things you liked least about the position?		

## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. \_\_\_\_\_

If not addressed above, have you ever been fired or asked to resign from a job?.....  Yes  No

If yes, please explain \_\_\_\_\_

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

**Computer Skills** (Check appropriate boxes. Include software, titles and years of experience.)

- |   |  |
|---|--|
| <input type="checkbox"/> Work Processing _____ Years: _____ | <input type="checkbox"/> Internet _____ Years: _____ |
| <input type="checkbox"/> Spreadsheet _____ Years: _____     | <input type="checkbox"/> Other _____ Years: _____    |
| <input type="checkbox"/> Presentation _____ Years: _____    | <input type="checkbox"/> Other _____ Years: _____    |
| <input type="checkbox"/> E-mail _____ Years: _____          | <input type="checkbox"/> Other _____ Years: _____    |

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List name and telephone number of three business/work references that are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references that are **not** related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known
			( )	
			( )	
			( )	

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, sexual orientation, veteran/reserve, National Guard or any other similar protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, sexual orientation, veteran/reserve, National Guard or any other similar protected status.

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In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes  No  Not Applicable

If yes, please explain:

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Is there any other job-related information you want us to know about you?

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## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct. I understand that any offer of employment I receive may be contingent on passing a job-related physical examination, and/or satisfactory completion of a background examination.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_