



Employment Application

EQUAL OPPORTUNITY EMPLOYER

- Please type or print clearly and provide all information requested -

Human Resources Department
 13220 Central Avenue, Chino, CA 91710
 P.O. Box 667, Chino, CA 91708-0667
 (909) 591-9807

| | | | | |
|--|--|---|---------------------------------------|----------|
| NAME LAST FIRST MIDDLE | | | EXACT TITLE OF POSITION APPLYING FOR: | |
| ADDRESS | | CITY | STATE | ZIP CODE |
| TELEPHONE NUMBER HOME () BUSINESS () CELL () EMAIL | | If you are not a U.S. citizen, do you have a work permit from the U.S. Immigration and Naturalization Service? <input type="checkbox"/> NO <input type="checkbox"/> YES | | |

CA DRIVER'S LICENSE # CLASS A B C EXPIRATION DATE

EXPERIENCE: LIST ALL POSITIONS YOU HAVE HELD OVER THE LAST TEN YEARS. LIST YOUR PRESENT OR MOST RECENT POSITION FIRST.

| | | | | | |
|--|--|---|------------|--------------------------|-------------------|
| HIRE DATE TO | | <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME | TOTAL TIME | YEARS | MONTHS |
| NAME OF EMPLOYER | | TELEPHONE () | | NAME OF SUPERVISOR/TITLE | |
| ADDRESS OF EMPLOYER | | | | | |
| EXACT TITLE OF POSITION | | | SALARY | | NUMBER SUPERVISED |
| REASON FOR SEEKING OTHER EMPLOYMENT | | | | TYPE OF BUSINESS | |
| DUTIES PERFORMED THAT RELATE TO THE POSITION APPLYING FOR: | | | | | |

| | | | | | |
|--|--|---|------------|--------------------------|-------------------|
| HIRE DATE TO | | <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME | TOTAL TIME | YEARS | MONTHS |
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| | | | | | |
|--|--|---|------------|--------------------------|-------------------|
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| REASON FOR SEEKING OTHER EMPLOYMENT | | | | TYPE OF BUSINESS | |
| DUTIES PERFORMED THAT RELATE TO THE POSITION APPLYING FOR: | | | | | |

CHECK HIGHEST GRADE COMPLETED: HIGH SCHOOL 9 10 11 12 G.E.D. COLLEGE 1 2 3 4 +

COLLEGE / UNIVERSITY / TRADE SCHOOL ATTENDED MAJOR FROM TO DEGREE DATE

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
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EMPLOYMENT APPLICATION

Are you related to any employee of the City? No Yes

If yes, name of employee: _____ Relationship: _____ Department: _____

Have you ever served in the Military? No Yes

If yes, Branch: _____ Discharge Date: _____ Type of Discharge: _____

Have you ever been convicted of any charges, other than minor traffic citations? Note: This question seeks information on any conviction from any point in your life (this includes conviction as a minor) even if the conviction was removed from your record. Failure to accurately respond to this question will result in either your rejection or dismissal. Applicants should verify their legal obligation to report certain convictions as specified by Labor code Section 432.8

No Yes If yes, either explain below or attach a detailed explanation.

Have you ever been discharged or forced to resign from a position?

No Yes If yes, either explain below or attach a detailed explanation.

May we contact your present and past employers regarding your qualifications, work performance and character?

Yes No If no, either explain below or attach a detailed explanation.

For part-time position, hours available to work:

Clerical skills, if applicable to position applied for:

TYPING SPEED _____ NWPM _____

List any licenses or professional certificates, which are applicable to this position, or additional information regarding your qualifications such as volunteer work, etc.

I certify that all statements made in this Application are true and complete and I authorize investigation of all matters contained herein. I agree and understand that any misrepresentation or omission of a matter is justification for rejection of my Application, refusal of employment, removal of my name from an Employment List, and/or dismissal from employment with the City of Chino. I agree to undergo a job-related physical examination by a City physician and authorize the release of examination results to the City. I fully understand that employment is contingent upon receiving satisfactory results from a background investigation, physical examination (which includes a drug/alcohol screening and a psychological examination, when appropriate), performance and/or skills test, and an administrative review. I further agree to be fingerprinted and to furnish proof of age and employment eligibility. I also authorize all references contacted, including employers, schools, and persons named within, to provide information regarding my qualifications, work performance and character, including access and review of my Personnel file.

SIGNATURE _____

DATE _____

**By submitting this application on-line via email, I understand that my original signature will be required prior to a personal interview being conducted.
Email to: jobs@cityofchino.org**

How did you first learn of this employment opportunity?

Friend City Employee Other _____

Name: _____

Newspaper or Bulletin Name of publication _____

Posted Announcement. If so, where? _____

Internet Website address: _____

Thank You!

Internet Application: www.cityofchino.org