



# APPLICATION FOR EMPLOYMENT

101 E Street, Waterford, CA  
95386 (209) 874-2328  
www.cityofwaterford.org

**Applicants please note:**

Blue ink, black ink or typewritten only.

Applications that are incomplete, illegible or unsigned will be rejected without review.

A résumé may be attached but will not be accepted in place of a properly completed City of Waterford Application for Employment.

**POSITION APPLIED FOR:**

NAME: \_\_\_\_\_  
(Last Name) (First Name) (MI)

OTHER NAMES USED: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Have you ever been discharged or forced to resign from a position? (If yes, please explain below) Yes No

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

*\*Relative is defined as a spouse, child, step-child, parent, step-parent, parent-in-law, legal guardian, brother, sister, brother-in-law, sister-in-law, step-sister, step-brother, aunt, uncle, niece, nephew, grandchild, grandparent, regardless of their place of residence; or any other individual related by blood or marriage.*

(If yes, provide the name of that person and your relationship below)

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

**EDUCATION**

COLLEGE, BUSINESS OR TRADE SCHOOL ATTENDED	MAJOR	DEGREE	NUMBER OF UNITS COMPLETED	
			SEMESTER	QUARTER

List Certificates/Licenses and Issue Date:

Membership in Professional or Technical Associations:

(Please exclude any organization that discriminates on the basis of race, color, religion, sex, marital status, national origin, veteran status, medical condition, or physical or mental disability.)

**HUMAN RESOURCES DEPARTMENT ONLY**

Reviewed by _____	<input type="checkbox"/> Application Accepted <input type="checkbox"/> Application Rejected	Reason(s) for Rejection
_____		<input type="checkbox"/> Experience deficient and/or not competitive
_____		<input type="checkbox"/> Education deficient and/or not competitive
_____		<input type="checkbox"/> Incomplete Application
_____		<input type="checkbox"/> Late Application

# EMPLOYMENT HISTORY

Show your present job first, then list all other jobs in order, working down from the most recent. Use a separate block for each job title held, even if held within the same organization. Show experience for the past 10 years and also earlier experience which may pertain to the position for which you are applying. Use additional sheets if necessary. RÉSUMÉS WILL NOT BE ACCEPTED IN LIEU OF THE REQUIREMENTS OF THIS SECTION. However, a résumé may be attached.

EMPLOYER'S NAME:		START DATE:	FINAL DATE:
TITLE OF YOUR POSITION:	TELEPHONE NUMBER:	SUPERVISOR:	
ADDRESS OF EMPLOYER:		REASON FOR LEAVING:	
HOURS PER WEEK:	FINAL SALARY:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE YOUR DUTIES:			

EMPLOYER'S NAME:		START DATE:	FINAL DATE:
TITLE OF YOUR POSITION:	TELEPHONE NUMBER:	SUPERVISOR:	
ADDRESS OF EMPLOYER:		REASON FOR LEAVING:	
HOURS PER WEEK:	FINAL SALARY:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE YOUR DUTIES:			

EMPLOYER'S NAME:		START DATE:	FINAL DATE:
TITLE OF YOUR POSITION:	TELEPHONE NUMBER:	SUPERVISOR:	
ADDRESS OF EMPLOYER:		REASON FOR LEAVING:	
HOURS PER WEEK:	FINAL SALARY:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE YOUR DUTIES:			

## Read Carefully Before Signing

Certificate of Applicant: I hereby certify that all statements made on or in connection with this application are true. I understand and agree that any misstatements or omission of material facts may cause forfeiture of my eligibility by the City of Waterford. by signing this application I authorize the City to complete any background check necessary for employment. I understand that this application is not intended to be a contract of employment.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Employment Questionnaire

## Voluntary Self Identification Form

Position Title (Complete Title): \_\_\_\_\_

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The City of Waterford is required by Federal Government to provide statistical information about applicants and employees to demonstrate that we meet equal employment opportunity requirements. This form is used to provide each applicant with an opportunity to furnish such information **voluntarily**. The form will be kept in a confidential file separate from the application for employment.

Applicants are considered for all positions without regard to race, color, religious creed, sex, sexual orientation, national origin, age, marital status, veteran status, medical condition, physical disability, or ancestry.

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### RACIAL/ETHNIC ORIGIN

(Please check only one)

American Indian or Alaskan Native

Persons descended from the original people of North, South, and Central America and who maintain cultural and who maintain cultural identification through tribal affiliation or community recognition.

Black or African American

(not of Hispanic origin)

All persons having origins in any of the Black racial groups of Africa.

Asian or Pacific Islander

All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This area includes, for example, China, Japan, Korea, the Philippine Islands, Cambodia, Malaysia, Thailand, and Vietnam. All persons having origins from any of the indigenous peoples of Hawaii, the Marianas, Samoa, Guam or other Pacific Islands.

Hispanic or Latino

Includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Caucasian or White

### SEX

Male

Female

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### AGE GROUP

Under 21

21-29

30-39

40-49

50-59

60 or over

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### RECRUITMENT RESEARCH

(Please indicate below how you learned about the position)

Newspaper (include name)

Job Fair (where)

Community Organization

Trade or Professional Journal

Announcement Posting

Employee (Name)

Internet (name of website)

Television

Radio

Walk In

Other: \_\_\_\_\_

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**THIS INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND WILL NOT HAVE ANY EFFECT UPON YOUR APPLICATION.**