



CITY OF SAN RAMON
Human Resources

2228 Camino Ramon
San Ramon, CA 94583
24-Hour Job Hotline (925) 973-2505

APPLICATION FOR EMPLOYMENT

FOR HUMAN RESOURCES

Yes _____
Late _____
No _____
Experience _____
Education _____
Special Req. _____

NOTICE TO APPLICANTS

Applications will not be accepted without a stamped self-addressed BUSINESS size #10 envelope.

USE TYPEWRITER OR PRINT IN INK. Complete this application thoroughly and accurately because incomplete applications may be rejected. Statements in your application will be checked and verified by Employee Services.

NAME: _____ POSITION APPLYING FOR: (exact title) _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____
SOC. SEC. NO.: _____
Please list any other names you have used while working: _____
Are you able to participate in the selection process and to perform all of the essential functions of the position for which you are applying?
[] Yes, without accommodation [] Yes, with accommodation [] No
If you indicated that an accommodation is needed for either testing or for performing the essential job functions, please indicate the accommodations needed to assist you.
For testing: _____
For performing the essential job functions: _____
Employment is subject to verification that your age meets any legal requirements for the job applied for:
1) Are you over 18 years of age? Yes No
2) If under 18, can you, after employment submit a work permit?
3) Are you related to any employee and/or elected official of the City of San Ramon?
4) Have you been previously employed by the City of San Ramon?
If yes to 3 or 4, please explain: _____
Can you, after employment, submit verification of your legal right to work permanently in the United States? [] Yes [] No

For positions requiring driving: Driver's License Number _____ Class _____

State Issued _____ Expiration Date _____

Have you ever been convicted of a crime which resulted in imprisonment, probation or payment of a fine of \$100 or more?
_____ Yes _____ No

If yes, gives dates and explanation below. A criminal record does not automatically disqualify a candidate from employment. Each case is given individual consideration based upon seriousness of the crime, date of conviction, and job relatedness.

EDUCATION AND TRAINING

High School Graduate? [] Yes [] No If "No," GED? [] Yes [] No Total GED Score: _____

Table with 7 columns: Colleges or Universities Attended, Location, From, To, Units Completed, Major Subject, Degree Received

Name: _____ Date: _____

Position Applied For: _____

Please complete both sides of this part of your application. This information is confidential; this portion will be detached from your application and will not be used for any selection decision. This information is voluntary and is gathered in accordance with State and Federal Laws for the purpose of evaluating the recruitment process.

- Male Female Are you 40 years of age or older?
White (not of Hispanic origin): all persons in any of the original peoples of Europe, North Africa or the Middle East.
Black (not of Hispanic origin): all persons having origins in any of the Black racial groups of Africa.
Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Asian: all persons having origins in any of the original people of Japan, Korea, the Far East, China, Southeast Asia, or the Indian Subcontinent.
Filipino: all persons of Filipino origin.
American Indian or Alaskan Native: all persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Pacific Islanders: all persons having origins in any of the Pacific Islands, including Hawaii, Samoa, and Guam.

SPECIAL QUALIFICATIONS: List licenses, certifications, and/or registrations that you hold that either are job-related or are required for the job.

Title	Date Issued	Date Expires	Number	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OFFICE SKILLS: Word Processing Software _____ Spread Sheet Software _____ Other Computer Skills _____

EMPLOYMENT HISTORY: The following section must be filled out completely. Begin with your present or most recent position and account for all experience within the past 10 years, whether related to the position you are applying for or not. Voluntary non-paid experience will be accepted if job-related. Use additional sheets if necessary. You may submit a resume or other supporting documentation if you wish, but that does not substitute for completion of this section. Do not write "see resume" in the "duties" box.

From: Mo./Yr. /	To: Mo./Yr. /	Employer and Type of Business	Title of Your Job
Total Yrs./Mos. /	Hours per Week	Street Address	City State Name and Title of Supervisor/Phone
Salary: Starting/Ending /	Duties		
Reason for Leaving:			

From: Mo./Yr. /	To: Mo./Yr. /	Employer and Type of Business	Title of Your Job
Total Yrs./Mos. /	Hours per Week	Street Address	City State Name and Title of Supervisor/Phone
Salary: Starting/Ending /	Duties		
Reason for Leaving:			

From: Mo./Yr. /	To: Mo./Yr. /	Employer and Type of Business	Title of Your Job
Total Yrs./Mos. /	Hours per Week	Street Address	City State Name and Title of Supervisor/Phone
Salary: Starting/Ending /	Duties		
Reason for Leaving:			

May we contact your present employer regarding your qualifications if seriously considered? Yes _____ No _____

Will you accept temporary work? yes _____ No _____

Do you have any restrictions on hours, weekends, holidays or overtime? If yes, please explain. _____

Please fill out both sides of this application. You also may attach a resume if you wish to do so.

BEFORE SIGNING APPLICATION, CHECK FOR ERRORS OR OMISSIONS.

I hereby certify that this application contains no willful misrepresentations or falsifications, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentations or falsifications, my application may be rejected, my name removed from the eligibility list, or I may be dismissed from employment.

Signature: _____ Date: _____

JOB SOURCE INFORMATION

Please indicate where you learned of this job vacancy:

- _____ City of San Ramon Web Site (www.ci.san-ramon.ca.us)
- _____ Interest Card Submitted
- _____ Newspaper (Please Specify) _____
- _____ Job Flyer Posted at Another Agency
- _____ Professional Journal or Publication (Please Specify) _____
- _____ College Placement Service
- _____ Friend or Relative
- _____ Other (Please Specify) _____

Signature

Date