

City of Pleasanton
“Birthplace of the Cowboy”



Employment Application

Please complete and submit to Human Resource Office

This intitution is an equal opportunity provider

Revised March 2017

City of Pleasanton
"Birthplace of the Cowboy"

Application for Employment

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE. INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED
APPLICANTS WILL BE TESTED FOR ILLEGAL DRUGS

Date _____ Position _____

Name _____
Last First Middle Maiden

Present address _____
Street City State Zip

How long have you lived at this address? _____ Home Phone () _____ - _____

Mobile Phone () _____ - _____ Email: _____

Are you between the ages of 18 and 70 years of age? _____ if no, state your age _____

PLEASE CHECK ONE OR MORE

Ethnicity: ___ Hispanic or Latino ___ Non-Hispanic or Latino

Race: ___ White ___ Black or African American ___ American Indian/Alaska native
___ Asian ___ Native Hawaiian or other Pacific Islander

Gender: ___ Male ___ Female

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE	YEAR GRADUATED
High School					
College					
Bus. or Trade School					

APPLICATION FOR EMPLOYMENT

HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF A CRIME WHICH INCLUDES BUT IS NOT LIMITED TO MISDEMEANORS, DEFERRMENTS, AND FELONIES? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

DO YOU HAVE A DRIVER'S LICENSE? Yes No Date of Birth _____/_____/_____

What is your means of transportation to work? Please check below.

_____ Walk _____ Ride with others _____ Bicycle _____ Personal Vehicle

Driver's license number _____ State of issue _____ Expiration date _____

Type of License: Operator _____ Commercial (CDL) _____ Chauffeur _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of Employer	Dates	Salary	Name of Supervisor
	From _____	Start _____	
	To _____	Final _____	
Address	City	State	zip
Your last job title:			
Reason For leaving:			
List work performed and job duties ,advancements or promotions, Certifications and/or licenses			

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Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone () _____ - _____	Telephone () _____ - _____

May we contact your present employer? __ Yes __ No

Did you complete this application yourself __ Yes __ No

If not, who did? _____

NEPOTISM

Are you related to the City manager or any member of the governing body? If so, whom and in what relationship capacity?

Do you have any friends or relatives working for the City? If so, whom and in what relationship capacity?

EMERGENCY CONTACT INFORMATION

Person to be notified in case of an emergency _____

Telephone () _____ - _____ Relationship _____

APPLICATION FOR EMPLOYMENT

“ In accordance to Federal law and the US Department of Agriculture’s policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (not all prohibited basis apply to all programs.)

To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW., Washington DC 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

I authorize the City of Pleasanton to perform a driving history background check, as well as a criminal history background including employment records (attendance, performance, ECT.) Polygraph examination results, criminal records, educational records, financial records and Military records (ex. Disciplinary actions)

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that any false or misleading information given in my application or interviews(s) may result in discharge. Also, I understand that I am required to abide by all employee regulations and policies of the City. If hired by the City, I understand that my employment is on an “at will” basis.

Signature of applicant

Date