



City of Clayton
6000 Heritage Trail
Clayton, Ca 94517
925.673-7300
www.ci.clayton.ca.us

EMPLOYMENT APPLICATION

The City of Clayton is an Equal Opportunity Employer and hires on the basis of qualifications (training and experience), and ability to perform effectively in the specified position. We do not and will not discriminate on the basis of race, color, religion, gender, etc., nor for disabilities that can reasonably be accommodated.

Position applying for: _____

Name: _____
Last First Middle

Mailing Address: _____
City State Zip

Home Phone: _____ Message Phone: _____

Date of Birth: _____

Drivers License Number: _____ State Issued: _____ Expiration: _____

Are you a citizen of the United States? ____Yes ____No

If not do you have a work permit from the U.S. Immigration and Naturalization Service? ____Yes ____No

Permit No. _____ (Proof required)

Are you over 18 years of age? ____Yes ____No

If no, can you submit a work permit from school?
____Yes ____No

Police Officer and Trainee candidates only: Are you at least 21 years of age: ____Yes ____No

If no, date you will become 21: _____

Are you a graduate of a POST Basic Academy? ____Yes ____No

Are you currently attending a POST Basic Academy? ____Yes ____No

List any other names under which you may have worked or education records may be filed: _____

Have you ever been convicted of a crime that resulted in imprisonment, probation, or a fine of \$50 or more? [DO NOT include convictions settled in juvenile court or under a Youth Offender Law or convictions that are over two (2) years old for violations of Health and Safety Code Sections 11357, 11360, 11364, 11365 or 11550, as these statutes related to marijuana prior to January 1, 1976, or violations of a statutory predecessor to any of these statutes. A conviction record will not necessarily bar you from employment. Each case will be given individual consideration based on job relatedness].

Your answer may be checked and an untrue answer is grounds for disqualification: ____Yes ____No

If yes, give date, place, and disposition of each case: _____

EDUCATION AND TRAINING

Circle Highest Grade Completed: 8 9 10 11 12 G.E.D. College 1 2 3 4 Graduate Work? Yes No

Colleges or Universities attended	Location	From	To	Units Completed	Degree/Certificates	Major

Office Skills and Office Machines you can operate: _____

Heavy Equipment and Field Tools you can operate: _____

Special Certificates:

<u>Title</u>	<u>Date Issued</u>	<u>Date Expires</u>	<u>Number</u>
_____	_____	_____	_____
_____	_____	_____	_____

Please list three references with phone numbers:

1. _____

2. _____

3. _____

Signature: _____ Date: _____

EMPLOYMENT RECORD

Begin with present or most recent position. List work record for past five years, include any other pertinent experience. This section must be completed. A resume may be attached, but does not substitute for completing this section.

<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer: Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties included: Reason for Leaving: _____
<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer: Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties included: Reason for Leaving: _____
<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer: Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties included: Reason for Leaving: _____

The information in this application is correct to the best of my knowledge. I understand and agree that any intentional misstatement or omission of material fact may be cause for disqualification or termination of employment. I understand that the City of Clayton will perform a background investigation based on the information given in my application, including but not limited to criminal and driving record searches, employment and education verification, and relevant citizenship or immigration status; and that such investigations may result in disqualification from employment with the City. Except as otherwise noted, previous employers are authorized to give any and all information concerning my previous employment. I understand that if offered a position with the City of Clayton I may be required to submit to medical and/or psychological examinations, and that any offer of employment is conditioned on the results of such examinations.