

APPLICATION FOR EMPLOYMENT



3232 MAIN STREET • LEMON GROVE, CA 91945 • PHONE (619) 825-3800

Instructions: Answer all questions completely and accurately. **Do not write "See Resume."** Type or print legibly in ink.
All statements are subject to verification. An incorrect or incomplete application may bar you from employment.

1. NAME: Last First Middle			2. TITLE OF POSITION for which you are applying:		
3. ADDRESS: Number Street City			State Zip Code		
4. HOME PHONE NUMBER:		WORK PHONE NUMBER:		EMAIL ADDRESS:	
5. VALID CLASS C CALIFORNIA DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No					
6. Have you ever been employed by the City of Lemon Grove? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any relatives employed by the City? <input type="checkbox"/> Yes <input type="checkbox"/> No				7. If hired, can you show verification of your right to work in the United States?	
If "Yes" state names:					
8. EDUCATION & TRAINING: Highest level of education completed: <input type="checkbox"/> High School or GED <input type="checkbox"/> Some College <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate					
If you do not have a high school diploma or a GED certificate, please circle the highest grade completed?					
Name and Location of College, University, Business, Technical, or other schools		Major course of study	Type of Degree		Date of Degree Month & Year
Licenses, Registration, Certificates of professional or vocational competence:					
Computer Literacy: Check software you are adept at using or are skilled in: <input type="checkbox"/> Access <input type="checkbox"/> Excel <input type="checkbox"/> MS Word <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint <input type="checkbox"/> Windows <input type="checkbox"/> WordPerfect					
Other:					
Describe any other job related skills:					

9. Where did you hear of this job opportunity? (please be specific, i.e. which newspaper, which website, etc.)

10. EXPERIENCE: List all jobs you have had in the last ten years; list your present or most recent job first. Failure to list the related experience required or failure to provide any of the information requested will result in your application being considered incomplete and therefore subject to rejection. **Do not write "See Resume."** If more space is required, you may attach additional sheets, but a resume will not substitute for the information required in this section.

Dates Employed:		Employer:	Your Title:
Hours Weekly:		Address:	Reason for leaving:
Supervisor:		Duties:	
Supervisor's Title:			
Supervisor's telephone number:			
Dates Employed:		Employer:	Your Title:
Hours Weekly:		Address:	Reason for leaving:
Supervisor:		Duties:	
Supervisor's Title:			
Supervisor's telephone number:			
Dates Employed:		Employer:	Your Title:
Hours Weekly:		Address:	Reason for leaving:
Supervisor:		Duties:	
Supervisor's Title:			
Supervisor's telephone number:			
Dates Employed:		Employer:	Your Title:
Hours Weekly:		Address:	Reason for leaving:
Supervisor:		Duties:	
Supervisor's Title:			
Supervisor's telephone number:			

11. May we contact your employers? Yes No

Comments:

I certify that the statements contained in this application are true and complete and understand that falsified statements on this application will subject me to disqualification or dismissal. I understand that reference checks may be made regarding my past employment and I authorize investigation of all statements contained herein.

SIGNATURE _____ DATE _____