



# APPLICATION FOR EMPLOYMENT

*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD • ROLLING HILLS, CA 90274 • (310) 377-1521 • FAX (310) 377-7288

Please type or print using dark ink.

TITLE OF JOB FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

SOCIAL SECURITY NUMBER (Voluntary): \_\_\_\_\_

NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

OTHER NAMES USED IN EMPLOYMENT: \_\_\_\_\_  
FIRST MIDDLE LAST

ADDRESS: \_\_\_\_\_  
NUMBER STREET CITY, STATE ZIP CODE

TELEPHONE: \_\_\_\_\_  
HOME OTHER

DRIVER'S LICENSE: \_\_\_\_\_  
NUMBER STATE EXPIRATION

Do you speak any language other than English?  Yes  No Other Languages: \_\_\_\_\_

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

If a License or Certificate is required for this position, list those which you possess and provide expiration dates.

License or Certificate \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration \_\_\_\_\_

After reviewing the essential functions from the job description, are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Yes  No

*(Note: We comply with the Americans With Disabilities Act and the Fair Employment and Housing Act, and consider reasonable accommodations that are required for eligible applicants and employees to perform the essential functions of the position.)*

Have you ever been fired or asked to resign? If yes, please explain. (Attach additional sheet if necessary)  Yes  No

**PLEASE READ PRIOR TO COMPLETING THIS SECTION:**

*A full disclosure by you is to your advantage and your record does not constitute an automatic bar to employment. Factors such as age a the time of offense, recency of offence, will be taken into account as well as the relationship between the offense(s) and the job(s) for which you apply.*

Within the last five years, have you as a juvenile for corrective purposes ever been made a ward of the court or placed on probation? (Omit if records for the offense were judicially ordered sealed, expunged, or statutorily eradicated.) List and discuss any convictions. (Attach additional sheet if necessary)  Yes  No

Have you as an adult ever been convicted, fined (excluding minor c offenses), placed on probation or given a suspended sentence in any court? (Omit if offense was a misdemeanor with (1) probation completed or discharged; and (2) With case judicially dismissed.)  Yes  No

**CERTIFICATE OF APPLICANT**

I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge and belief, and I understand and agree that any misstatement or omission of material fact may cause forfeiture on my part of all rights to employment by this City:

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

**PLEASE FILL OUT THE OTHER SIDE**

# EDUCATION

Name of Last Grade, Junior or Senior High School Attended: \_\_\_\_\_

Location (City and State): \_\_\_\_\_ GED Certificate?  Yes  No

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 High School Diploma?  Yes  No

List Names and Locations of All Colleges, Universities and Trade Schools Attended (Attach additional sheets if necessary.)

NAME OF COLLEGE/UNIVERSITY	LOCATION (CITY, STATE)	MAJORS/MINORS	DEGREE OR CERTIFICATE RECEIVED

# EMPLOYMENT HISTORY

Please list your last ten years of work experience. All sections except "Duties" must be filled in even if resume is attached. Please begin with your most recent job. (Attach additional sheets if necessary.) Account for any period of unemployment.

Dates of Employment (Month, Year) From: _____ To: _____ Name and Address of Employer: _____ _____ _____ Phone: _____ Name & Title of Your Supervisor: _____ _____ Number You Supervised: _____ Salary: _____	Title of Position: _____ Duties: _____ _____ _____ Reason for Leaving (be specific): _____ _____ May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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