

LAST NAME

FIRST NAME

M.I.

Check appropriate box if you possess one of the following

High School Diploma

G.E.D. Certificate

California High School Proficiency Certificate

COLLEGE: BUSINESS/TRADE SCHOOLS; SPECIAL TRAINING: NAME AND LOCATION	COURSE OF STUDY/MAJOR	UNITS COMPLETED	DATE DEGREE/ CERTIFICATE AWARDED	TYPE DEGREE/ CERTIFICATE

I can speak read write the following language(s) besides English: _____

I have a Driver License No Yes--If yes, Number _____ Class: _____ State: _____ Expiration: _____

If required for this job, list license, certificate and/or registration (for example, Registered Nurse License, Engineer's Certificate, etc.):

Title Issued By Number Date Issued Date Expires

EMPLOYMENT HISTORY - YOU MUST COMPLETE THIS SECTION. Do not attach a resume as a substitute. Begin with your most recent experience, starting with your current job. Be sure to include all experience, regardless of dates, which demonstrates that you meet the minimum requirements as shown on the announcement for the position. Attach additional sheets if you need more space to describe duties or list former employers. Describe your duties as completely as possible. Incomplete information may cause a delay in processing your application. If you supervise(d) employees, include the number of employees you supervise(d). If you held more than one position with the same employer, list each separately.

MO/YR TO	MO/YR	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION
HOURS PER WEEK		DUTIES PERFORMED	
SALARY			
REASON FOR LEAVING			
MO/YR TO	MO/YR	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION
HOURS PER WEEK		DUTIES PERFORMED	
SALARY			
REASON FOR LEAVING			
MO/YR TO	MO/YR	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION
HOURS PER WEEK		DUTIES PERFORMED	
SALARY			
REASON FOR LEAVING			
MO/YR TO	MO/YR	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION
HOURS PER WEEK		DUTIES PERFORMED	
SALARY			
REASON FOR LEAVING			

Recruitment Survey: Your voluntary answers to this section will assist us in evaluating our recruitment efforts. How did you hear about this position? (Check box that applies.)

- Bulletin Board - 44 Gough Street
- Bulletin Board - Other City Department
- City Web Site/Internet
- Newspaper Ad

- City Phone Job Line
- Notification/Courtesy Card
- Trade/Professional Journal
- Job Fair

Other, please indicate _____