



CITY OF EAST PALO ALTO

Employment Application

Equal Opportunity – Employer

The City provides Equal Employment opportunity to all applicants regardless of sex, race, color, marital status, religion, ancestry, national origin, medical condition, disability, age, sexual orientation, or other non-merit related reasons.

Thank you for considering employment with the City of East Palo Alto. To make the application process as easy as possible, please read and follow these instructions.

Name: _____ Social Security Number: _____

Job Title: _____ **n/a** _____
(Title of Position for which you are applying) (Recruitment Listing Number)

INSTRUCTIONS (Read Carefully)

1. This application is the initial part of the examination process. Read the Employee Opportunity Announcement thoroughly and note the job requirements. Fill out completely an illegible application may be disqualified. A separate application is required for each position. All documents submitted become the property of the City of East Palo Alto and will not be returned.
2. A resume and other documents may accompany your completed application form; but, no application will be accepted unless fully completed. **Do not submit a resume or other supporting documentation in place of completing any part of this application.**
3. Your application will be held confidentially until a point that you are considered a finalist. Inquiry may be made of your former and current employers or the last school you attended. Please provide the name and phone number of each supervisor on your application.
4. Please promptly notify the Human Resources Department if you have a change of address, telephone number, or employer during the course of this recruitment.
5. **If you require special accommodation during the testing process, due to a disability recognized under the Americans with Disability Act (ADA), please notify Human Resources at the time you are invited to the testing process. All effort will be made to accommodate your need. Documentation of the need for your accommodations must accompany your request**

Please attach any additional information to your application which you feel will help us evaluate of your qualifications. Before you return your application to the Human Resources Department, recheck your application to make sure that it is correct and complete. Thank you for your interest in employment with the City of East Palo Alto.

Please Submit Original application to:

**Human Resources Department
City of East Palo Alto
EPA Government Center
2415 University Avenue
East Palo Alto, CA 94303-1164**

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Instructions: Applications Must Be Typed or Printed in Ink

This application must be fully completed. A Resume may be attached but will not be accepted in the place of this document.

1. Job Title: _____ n/a
(Exact Title of the Position for which you are applying) (Recruitment Listing Number)

Mr. Mrs. Ms.

2. Applicant's Name: _____
Last First Middle

3. Address: _____
Street and Number City State Zip Code

4. Social Security Number: _____ - _____ - _____
(In Accordance with the Federal Privacy Act 1974, disclosure of your Social Security Number is Voluntary. The Social Security Number will be used for Identification purposes to ensure that proper records are maintained)

5. Telephone Number: (____) _____ Mobile Number: (____) _____

6. Email address: _____

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

8. Are you 18 years of age or over? Yes No

9. Are you related to anyone who works for the City of EPA by blood, marriage, or adoption? Yes No

If yes: Name: _____ Relationship: _____

10. Do you have a valid CA Driver License? Yes No

If yes, Class: _____ DL Number: _____ Expiration Date: _____

11. If the Position you are applying for requires a specific license or Certificate, please complete.

(License/Registration/Certificate Title)	(License /Registration/Certificate Number)	(Date Issued)	(Date Expires)

12. What Language(s) other than English do you speak frequently? _____

Read: Yes No **Write:** Yes No

13. Have you ever worked for the City of East Palo Alto? Yes No
 If "YES", What Classification(s): _____ Date: From _____ to _____

14. Indicate the type of employment you will accept?
 Full Time: Regular Position (40 hours per Week) Temporary Position
 Part Time: Regular Position (less than 40 hours per week) Shift/Weekend Work

15. Have you ever been convicted for a violation of the law, excluding minor traffic violations? Yes No
 Please explain fully in the space provided: _____

16. **EDUCATION:** Did you graduate from High School? Yes No
 Circle the Highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12
 If "NO", have you received a G.E.D? Yes No

Post-Graduate School	City, State	Major	Degree <input type="checkbox"/> Yes <input type="checkbox"/> No
Undergraduate, Business or Trade School	City, State	Major	Degree <input type="checkbox"/> Yes <input type="checkbox"/> No
High School	City, State	Major	Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No

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17. EXPERIENCE: Please list your work experience, including any volunteer experience, starting with your most recent job. If additional space is needed, attach a separate sheet of paper.

1. Date of Employment: From: _____ To: _____ Mo. Yr. Mo. Yr.		Employer: _____ Address _____ City _____ State _____ Zip Code _____			
Hours Worked per Week:	Ending Salary: \$ _____	Title of your Position:		Supervisor's Name and Phone Number:	
Reason for Leaving:		Type of Work Performed: (Be Specific)			

2. Date of Employment: From: _____ To: _____ Mo. Yr. Mo. Yr.		Employer: _____ Address _____ City _____ State _____ Zip Code _____			
Hours Worked per Week:	Ending Salary: \$ _____	Title of your Position:		Supervisor's Name and Phone Number:	
Reason for Leaving:		Type of Work Performed: (Be Specific)			

3. Date of Employment: From: _____ To: _____ Mo. Yr. Mo. Yr.		Employer: _____ Address _____ City _____ State _____ Zip Code _____			
Hours Worked per Week:	Ending Salary: \$ _____	Title of your Position:		Supervisor's Name and Phone Number:	
Reason for Leaving:		Type of Work Performed: (Be Specific)			

May we contact all employers listed in section 16? Yes No If "NO", indicate exceptions:

18. EMPLOYMENT REFERENCES: List the Names and Contact Information of three work related references that we may contact who have knowledge of your job skills and ability. (No Family or Friends)

Name:	Address:	Telephone:	Relationship

Application Affidavit: Please read carefully before signing. I declare under penalty of perjury, that all answers and statements in the application are true and correct to the best of my knowledge/belief. I understand that omissions, untruthfulness or misleading answers are cause for rejection of this application, removal from an eligibility list, or dismissal from City employment at whatever time this may be determined. I certify that I meet the specified job requirements for this position. I understand that I must pass a post-offer/pre-employment medical examination, including a TB Test, Department of Justice (DOJ) /Federal Bureau of Investigations (FBI) fingerprint clearance, and alcohol or drug screen prior to beginning employment; and for some classifications, a background investigation, psychological evaluation, DMV check will be required.

Signature: _____ Date: _____

FOR PERSONNEL USE ONLY

Date Reviewed by HR	Reviewer	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Approved for Classification:
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CITY OF EAST PALO ALTO
Voluntary Statistical Information (Optional)
An Equal Employment Opportunity

This Information will be kept separate and confidential; and will not be used in any unlawful way to make any employment decision. The City of East Palo Alto is an Equal Opportunity Employer.

_____ Male Female
Last Name First Name MI

Ethnic Affiliation: (Mark one)

- WHITE:** (Not of Hispanic Origin): All Persons not classified into one of the five specific ethnic minority categories that follow.
- AFRICAN-AMERICAN:** (Not of Hispanic Origin): All Persons having origin in any of the Black racial groups.
- LATINO:** All persons of Mexican, Cuban, Puerto Rican, Central and South American, or other Spanish culture or origin, regardless of race.
- ASIAN/PACIFIC ISLANDER:** All persons having origins in any of the original people of the Far East, Southeast Asia, or the Pacific Islands, for Example: China, Philippine, Japan, Korea, Samoa, the Indian Sub-continent and the Middle East.
- AMERICAN INDIAN:** Alaskan Native. All persons having origins in any of the original North America.

Veteran of the United States Armed Forces? Yes No

The following will assist the City in understanding which source of advertising reached you. Please complete the following:

I learned of this job opening through the following sources. (Check All That Apply)

- East Palo Alto Job Announcement
- Newspaper (Listing) _____
- Trade or Professional Publication
- Relative or Friend
- Jobs Available Publication
- Local Organization or Church
- City Website (www.cityofepa.org)
- Other Source: (Please Specify): _____