

DATE: July 1, 2014
RE: Implementation of California “Ban the Box” Legislation (AB 218)

On October 10, 2013, California Governor Jerry Brown signed into law [AB 218](#), which requires state and local government agencies to remove questions about convictions from their job applications by Tuesday, July 1st. Under the new law, applicants for public sector jobs in California may be asked about their conviction history later in the hiring process but not up front. Delaying conviction-history inquiries in hiring is commonly known as “ban the box” and is intended to mitigate the blanket exclusion that job-seekers with criminal records often face when seeking work.

These fair-chance hiring policies have been embraced across the country, and there are now [12 states](#) and almost [70 U.S. cities and counties](#) that have adopted them.

As summarized below, the National Employment Law Project surveyed the 10-largest counties and 10-largest cities in California to document their compliance with the new law. We found that California’s public sector employers have been overwhelmingly responsive to the requirements of AB 218.

Basics of AB 218

[AB 218](#) applies to all public sector employers, including the state, counties, cities, and special districts. It requires that these employers remove from their employment applications the question that asks candidates about their conviction history.

Under AB 218, the question cannot be asked until a candidate is determined to meet the “minimum employment qualifications” for the desired position. Agencies retain the discretion to ask about an individual’s conviction history later in the hiring process, such as during the conditional-offer phase. AB 218 does not apply to jobs in criminal justice agencies or school districts, and employers can continue to ask about an individual’s conviction history on the job application if a background check is required by law, as is the case for a number of occupations regulated by the state.

The bill was authored by Assemblymember Roger Dickinson. It was sponsored by the National Employment Law Project, All of us of None, Legal Services for Prisoners with Children, and PICO California.

Survey Methodology

We surveyed the 10-largest cities¹ and 10-largest counties² in California to determine whether they would be in compliance with AB 218 by the July 1st implementation deadline. The total population of Californians living in these counties and cities is 28,596,347, or 75 percent of California’s total population.

¹ Last on the list, Anaheim, is the 10th largest city with a population of 346,161. The top-10 most populous cities are Anaheim, Bakersfield, Fresno, Long Beach, Los Angeles, Oakland, Sacramento, San Diego, San Francisco, and San Jose.

We focused on the 10-largest cities and counties because they cover the vast majority of the state's population, and contacting all the counties and the hundreds of cities and special districts would have required an extraordinary investment of resources. We received a 100 percent response rate to the survey. We also received information from California's Department of Human Resources on the state's compliance efforts.

Several cities and counties, even before the enactment of AB 218, already did not request criminal record information on their job applications. Those cities and counties (several of which are not included in the 10-largest lists) are Alameda County, Berkeley, Carson, Compton, East Palo Alto, Long Beach, Oakland, Pasadena, Richmond, San Diego, San Francisco City and County, and Santa Clara County.

Survey Findings

Attached to this memo are tables of the fair-chance hiring policies of the 10-largest counties, the 10-largest cities, and selected other cities. The Appendix includes an example application from a local agency that includes the "before and after" AB 218 versions.

1. The California State Policy

The State of California has implemented the requirements of AB 218. The state had in place a policy that was adopted in June 2010 under the Schwarzenegger administration, which is being updated.

2. County and City Policies

All of the 10-largest counties and cities in the state have complied with AB 218, thus covering 75 percent of the state's population. These counties and cities represent a broad cross-section, from Los Angeles, San Diego, Orange and Riverside counties in Southern California, to Fresno, Bakersfield, and Sacramento in the Central Valley, to Alameda, Contra Costa, Santa Clara counties and the City and County of San Francisco in the Bay Area.

The counties of Alameda, Riverside, and Santa Clara, and the cities of Long Beach, Oakland, San Diego, and San Francisco,³ did not ask about criminal history on their job applications before enactment of AB 218.

Around half of the largest counties (Los Angeles, San Diego, Riverside, and Santa Clara) and cities (Anaheim, Fresno, Oakland, San Diego, and San Jose) went beyond the minimum requirement of the new law and are delaying consideration of an applicant's criminal history until the employer has made a conditional offer of employment.

3. Policies Extended to the Private Sector

Some cities have also extended their policy to include private employers and/or private government contractors.

- **The City and County of San Francisco:** Removed the conviction history question from the job application in 2005 as applied to public sector workers. In 2014, the Fair Chance Ordinance was

² Last on the list, Fresno, is the 10th largest county with a population of 952,116. The top-10 most populous counties are Alameda, Contra Costa, Fresno, Los Angeles, Orange, Riverside, Sacramento, San Bernardino, San Diego, and Santa Clara.

³ San Francisco is a city and county, but is referred to here as a "city" because it is included in the top-10 list of cities, but is not populous enough to make the top-10 list of counties.

unanimously passed by the Board of Supervisors and signed by the mayor, covering private employers and affordable housing. Conviction-history inquiries are permitted after the first interview.

- **Compton:** Delayed conviction history inquiries in hiring in 2011 as applied to both public sector employees and contractors doing business with the city. The city permits background checks only after a conditional offer has been made.
- **Richmond:** Removed the conviction-history question from the job application in 2011 as applied to public sector workers. In 2013, it passed an ordinance applying to contractors that do business with the city, and their subcontractors. Background-check information cannot be requested unless it is required for the position by federal or state law, or the position is determined to be “sensitive.”

4. Additional Findings

Many cities and counties contract with a private entity to help process their job applications online. [NEOGOV](#) is a widely used private service. NEOGOV has confirmed that its system allows employers to exclude conviction questions from the application. In response to AB 218, it has added a feature that allows employers to ask questions about criminal history at later stages in the application process.

Conclusion

California has joined a growing list of states that have enacted a fair-chance hiring policy, known widely as “ban the box.” Fair-hiring policies have taken hold across the United States and are in effect in almost [70 cities and counties](#) and [12 states](#). In addition, the governors of Illinois and New Jersey are expected to sign recently passed legislation, and Georgia’s governor is poised to issue an executive order covering state employment. Four states—Hawaii, Massachusetts, Minnesota, and Rhode Island— have extended their fair-hiring policies to include private sector employers as well as the public sector. Several major retailers, including Walmart, Target, and Bed Bath & Beyond, have embraced delaying conviction-history inquiries as well.

Most recently, President Obama’s “My Brother’s Keeper” task force also endorsed fair-chance hiring. The [task-force report](#) recommended “implement[ing] reforms to promote successful reentry, including hiring practices, such as ‘Ban the Box,’ which give applicants a fair chance and allow employers opportunity to judge individual job applicants on their merits as they reenter the workforce.”

Fair-Hiring Policies of California's 10-Largest Counties (by Population)

District (population)	Compliant with AB 218?		Fair-chance-ban-the-box policy
	Yes	No	
County of Los Angeles (9,958,091)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history information is considered after a conditional offer has been made.
County of San Diego (3,150,178)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history information is considered after a conditional offer has been made.
County of Orange (3,081,804)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history information is requested after a candidate is determined minimally qualified. Conviction history information is not considered until the county is prepared to make a job offer.
County of Riverside (2,255,059)	X		<ul style="list-style-type: none"> In compliance before the passage of AB 218. Generally, conviction history information is not considered until the hiring department has extended a conditional offer of employment. The earliest that it is ever requested is after an interview has been conducted.
County of San Bernardino (2,076,274)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history information is considered after candidates meet minimum requirements and successfully complete an examination testing necessary job skills. Candidates submit conviction history at their interview, which is post-examination.
County of Santa Clara (1,842,254)	X		<ul style="list-style-type: none"> Enacted before the passage of AB 218. Conviction history information is considered after a candidate has accepted an offer.
County of Alameda (1,548,681)	X		<ul style="list-style-type: none"> Enacted before the passage of AB 218. Conviction history information is considered after the last step of the examination process.
County of Sacramento (1,445,806)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history information is considered once a candidate has been invited for an interview and is submitted prior to the interview.
County of Contra Costa (1,074,702)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history information is considered after a candidate is determined minimally qualified.
County of Fresno (952,166)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history information will not be considered before a candidate is determined minimally qualified.

Fair-Hiring Policies of California's 10-Largest Cities (by Population)

District (population)	Compliant with AB 218?		Fair-chance-ban-the-box policy
	Yes	No	
City of Los Angeles (3,863,839)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history is requested after a candidate has been determined minimally qualified. Mayor and Councilmember Price are committed to exploring expansion beyond public sector.
City of San Diego (1,326,238)	X		<ul style="list-style-type: none"> In compliance before the passage of AB 218. Conviction history is requested after a conditional offer has been made.
City of San Jose (984,299)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history is requested after a candidate has been selected as a finalist for a position.
City of San Francisco (825,111)	X		<ul style="list-style-type: none"> Enacted before the passage of AB 218. Conviction history is requested after candidates are interviewed. The policy has been implemented beyond the public sector to apply to government contractors and private employers. The Fair Chance Ordinance was passed unanimously by the Board on Feb. 4, 2014.
City of Fresno (508,453)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history is requested at "on-boarding" after a candidate has been selected as a potential hire, but before a conditional offer has been made.
City of Sacramento (473,509)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history information is considered after a candidate has successfully completed a skills-related examination and before a candidate is interviewed.
City of Long Beach (467,646)	X		<ul style="list-style-type: none"> In compliance before the passage of AB 218. Conviction history information is requested after a conditional offer has been made.
City of Oakland (399,326)	X		<ul style="list-style-type: none"> Enacted before the passage of AB 218. Conviction history is requested after a conditional offer has been made. The city conducts background checks only for positions that warrant it.
City of Bakersfield (359,221)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. Conviction history information will not be considered before a candidate is determined minimally qualified.
City of Anaheim (346,161)	X		<ul style="list-style-type: none"> Enacted after the passage of AB 218. After a candidate is selected for a position, the city asks permission to run a background check. After passing the background check, the candidate is given a final offer.

Fair-Hiring Policies of Additional Cities

District (population)	Compliant with AB 218?		Fair-chance-ban-the-box policy
	Yes	No	
City of Berkeley (115,403)	X		<ul style="list-style-type: none"> • Enacted before the passage of AB 218. • Conviction history information is considered after a conditional offer has been made.
City of Compton (97,559)	X		<ul style="list-style-type: none"> • Enacted before the passage of AB 218. • Conviction history information is considered after a conditional offer is made. • The city prohibits consideration of non-job-related convictions. • The policy has been implemented beyond the public sector to apply to contractors doing business with the City.
City of Carson (93,002)	X		<ul style="list-style-type: none"> • Enacted before the passage of AB 218. • Conviction history information is considered after an offer of employment is made.
City of East Palo Alto (28,867)	X		<ul style="list-style-type: none"> • Enacted before the passage of AB 218. • Conviction history information is considered after a candidate has been selected as a finalist.
City of Richmond (106,516)	X		<ul style="list-style-type: none"> • Enacted before the passage of AB 218. • Inquiries into a candidate’s conviction history at any point in the application process are prohibited unless required by federal or state law or the position is considered “sensitive.” • The policy has been implemented beyond the public sector to apply to any company with more than 10 employees doing business with the City, and that company’s subcontractors.

APPENDIX

This appendix contains two job applications from the City of Sacramento. The first application is the most current version, and is fully compliant with AB 218. The second is the out-of-date application, predating AB 218. In comparing the pre-AB 218 application and new application, we direct you to the question labeled “convictions” on the top of page 3 of the prior application. In reading through the new application, you will see that no questions regarding conviction history are asked, thus ensuring the new application complies with AB 218.

Application Prior to AB 218

An Equal Opportunity Employer

INSTRUCTIONS: This application is part of the examination process. It must be completely filled out and signed to be accepted. Late and/or incomplete applications will be rejected; omitted information cannot be considered or assumed.

PLEASE PRINT OR TYPE

SOCIAL SECURITY NUMBER _____ - _____ - _____

POSITION APPLYING FOR _____ Exam # _____

NAME _____
First Middle Initial Last

MAILING ADDRESS _____
Street # Street Name Apartment #

_____ City State Zip Code Country

HOME PHONE () _____ OTHER PHONE () _____ E-MAIL _____

FOR HR OFFICE USE ONLY

- APPLICATION ACCEPTED
 APPLICATION REJECTED
 EDUCATION
 EXPERIENCE
 NMQ
 LATE
 OTHER

ALL APPLICANTS, INCLUDING CITY EMPLOYEES, MUST IMMEDIATELY NOTIFY THE CITY EMPLOYMENT OFFICE AT THE ABOVE ADDRESS OF ANY ADDRESS OR PHONE CHANGES.

OTHER INFORMATION:

1. Can you, after employment, submit proof of your legal right to work in the United States? YES NO
2. Are you a current City of Sacramento employee? YES NO
If "Yes", what department? _____
3. If "NO", have you ever been employed by the City of Sacramento? YES NO
If "Yes", what date(s) you left? _____
4. Please list other name(s) used: _____

EDUCATION AND TRAINING: I understand that if the position for which I am applying **requires** proof of Education and/or Certification, I must submit this proof to the City of Sacramento Employment Office. YES NO
Copies of documentation are acceptable.

1. High School Graduate or Passed GED? YES NO Where? _____

2.

NAME AND LOCATION OF ACCREDITED COLLEGE OR UNIVERSITY, BUSINESS, CORRESPONDENCE, TRADE, AND/OR SERVICE SCHOOL(S)	MAJOR COURSE OF STUDY	UNITS COMPLETED		DEGREE, DIPLOMA, OR CERTIFICATE RECEIVED; # OF HOURS OF TRAINING PROGRAM OR COURSE(S) REQUIRED AS INDICATED ON THE JOB ANNOUNCEMENT
		SEMESTER UNITS	QUARTER UNITS	

3. List current certificates of professional competence, licenses, and/or membership in professional associations.

QUALIFYING WORK EXPERIENCE: I understand that I **must list** job-related qualifying employment history/work experience in the “**Work Experience**” section of the employment application. The experience I list will be used to determine if I meet the minimum qualifications as stated on the job announcement. Applications that do not list related employment history/work experience will be considered incomplete and will be rejected; omitted information can not be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments **will not substitute** for the information required in this section. Qualifying experience is based on 40 paid hours per week (pro-rated if less than 40 hours per week).

WORK EXPERIENCE:

FROM: MO. DAY YR.	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>

NAME: _____ SOCIAL SECURITY # _____
Last First Middle Initial

CONVICTIONS: Conviction of a misdemeanor crime is not necessarily a bar to City employment; each case is considered separately based on job requirements. Some classifications may require a fingerprint check as verification. You may omit: a) traffic violations (Driving Under the Influence convictions must be reported); b) any conviction committed prior to your 18th birthday that was finally adjudicated in Juvenile Court or under a youth offender law; c) any incident sealed under Welfare and Institutions Code §781 or Penal Code §1203.45; d) any conviction more than two years old as specified in Labor Code §432.7; and e) any conviction that has been expunged or otherwise removed from the record. FAILURE TO LIST CONVICTIONS, EXCEPT AS PROVIDED ABOVE, MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS AND/OR EMPLOYMENT.

1. Have you ever been convicted by a court of a misdemeanor? YES NO
2. Have you ever been convicted by a court of a felony? YES NO
3. If "YES" to "1" or "2", state WHAT conviction, WHEN, WHERE, AND DISPOSITION OF CASE(S): _____

DISABILITY: If you are a person with a disability and require accommodation during the examination process, please notify the City Employment Office by the final filing date at (916) 808-5726.

VETERAN'S PREFERENCE: Are you requesting Veteran's Preference? YES NO

To qualify for Veteran's Preference, a copy of your DD214 **must be** submitted with this application. There are several criteria you must meet before qualifying for this preference. Please ask for the **VETERAN'S PREFERENCE REGULATIONS** sheet or refer to the website (www.cityofsacramento.org/personnel/employment).

DEPARTMENT OF MOTOR VEHICLE INFORMATION:

I authorize any duly accredited representative of the City of Sacramento to obtain copies of all records relating to my driver's license from the California Department of Motor Vehicles and from any other state in which I have been licensed to drive. YES NO

If "Yes", California Other: _____ License # _____

I CERTIFY that I am applying for _____, Examination # _____
Job Title

I CERTIFY that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination process, and that applications must be received by the City of Sacramento Employment Office, Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814, by 5:00 p.m. on the final filing date specified on the job announcement. I hereby authorize the City to verify the accuracy of the information I have provided on this application.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS AND OTHER INFORMATION

I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

SIGNATURE: _____ DATE: _____
(Required for application to be complete)

THIS APPLICATION AND ALL ATTACHMENTS ARE CONSIDERED PROPERTY OF THE CITY OF SACRAMENTO EMPLOYMENT OFFICE. PHOTOCOPIES WILL NOT BE FURNISHED. PLEASE ATTACH ONLY COPIES OF YOUR ORIGINAL DOCUMENTS.

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE AS SPECIFIED ON THE JOB ANNOUNCEMENT

POSTMARKS ARE NOT ACCEPTED

CITY OF SACRAMENTO

EMPLOYMENT QUESTIONNAIRE

APPLICANT: This completed section is confidential and will be detached from your application. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our equal opportunity and recruitment efforts.

CHECK ONE: Male Female

PLEASE CHECK ONLY ONE BOX FOR THE RACIAL / ETHNIC CATEGORY WITH WHICH YOU MOST CLOSELY IDENTIFY.

- HISPANIC or LATINO A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin regardless of race. This does not include persons who acquire a Spanish surname.
- WHITE A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- BLACK or AFRICAN AMERICAN A person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ASIAN A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (this includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
- AMERICAN INDIAN Or ALASKAN NATIVE A person having origins in any of the original peoples of North America and South America (including Central America) and who maintain tribal affiliation or community attachment.
PLEASE IDENTIFY YOUR TRIBAL AFFILIATION: _____
- TWO OR MORE RACES All persons who identify with more than one of the above six races.

I FIRST LEARNED OF THIS JOB OPENING THROUGH (check one only):

- Internet: (Specify Which Site) _____
- The City Job Line
- The City "Employment Office" Job Bulletin Board
- City Employee: (Please Specify) _____
- City Recruiter: (Please Specify) _____
- Friend or relative: (Please Specify) _____
- Sacramento Bee
- Media (Print, TV, Radio): (Please Specify) _____
- Job Fair: (Specify Who Sponsored the Event) _____
- Other: (Please Specify) _____

Application After AB 218

EXAMPLE EMPLOYMENT APPLICATION

CITY OF SACRAMENTO
915 I Street Historic City Hall
Sacramento, California 95814-2604
(916) 808-5726

<http://www.cityofsacramento.org/personnel>

Received: _____

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

JOB INFORMATION

* POSITION TITLE:

* EXAM/RECRUITMENT #:

PERSONAL INFORMATION

* FIRST NAME

MIDDLE INITIAL

* LAST NAME

* ADDRESS

* CITY

* STATE

* ZIP

HOME PHONE

ALTERNATE PHONE

* EMAIL ADDRESS

* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? EMAIL OR PAPER

EDUCATION

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

Some High School
 High School

Some College
 Technical College

Associate's Degree
 Bachelor's Degree

Master's Degree
 Doctorate

HIGH SCHOOL EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES NO

IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 8 9 10 11 12

SCHOOL NAME

CITY

STATE

COLLEGE/ UNIVERSITY EDUCATION

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO

SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO

SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO

SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

DRIVER'S LICENSE INFORMATION

* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES NO

STATE WHERE
ISSUED

CLASS

CERTIFICATES & LICENSES

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE
(MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE
(MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

WORK HISTORY

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK	MONTHLY SALARY	MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK	MONTHLY SALARY	MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

SKILLS

OFFICE SKILLS

TYPING (NET WORDS PER MINUTE)

DATA ENTRY (NET WORDS PER MINUTE)

OTHER SKILLS

SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)

LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN

LANGUAGE	<input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	LANGUAGE	<input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE
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EMPLOYMENT OBJECTIVE

ADDITIONAL INFORMATION

Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous

REFERENCES

Please list references you wish to include (Personal/Professional). Please include: Name, title, phone number, email, and mailing address.

APPLICANT DECLARATIONS

I certify that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination process, and that applications must be received by the City Employment Office at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814 by 5:00 p.m. on the final filing date specified on the Job Announcement. I hereby authorize the City to verify the accuracy of the information I have provided on this application. I understand that applications that do not list related job experience in the "Work Experience" section will be considered incomplete and will be rejected.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS AND OTHER INFORMATION

I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

I have read and understand the above information.

X _____
SIGNATURE OF APPLICANT

DATE

AGENCY WIDE QUESTIONS

JOB INFORMATION		
* POSITION TITLE:	* EXAM/ RECRUITMENT # :	
PERSONAL INFORMATION		
* FIRST NAME	MIDDLE INITIAL	* LAST NAME
* ADDRESS		
* CITY	* STATE	* ZIP
HOME PHONE	ALTERNATE PHONE	
* EMAIL ADDRESS	* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL OR <input type="checkbox"/> PAPER	

SECTION A

NOTE TO APPLICANT: The completed Section A will be attached to your employment application. The purpose of the following questions is to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

1. Are you currently employed by the City of Sacramento? (Please Note: City employees are still required to indicate job-related experience, including their city job-related experience in the "Work Experience" section of this application.)

Yes No

2. If 'No' to Question # 1, have you ever been employed by the City of Sacramento?

Yes No

3. If 'Yes' to Question # 2, state what department(s)? Date(s) you left?

4. Do you have a high school diploma or equivalent?

Yes No

5. Please list other name(s) used:

6. Recruitment Source: I first learned of this job opening through: (check one only)

- Internet
- City Job Line
- City Employment Office Job Bulletin Board
- City employee
- City recruiter
- Friend or relative
- Sacramento Bee
- Other print media
- Media (TV, Radio)
- Job Fair
- An organization or group
- Other community source

7. If you answered 'Internet' please specify which site; if you answered 'Job Fair' please specify who sponsored the event; if you answered 'Other Print Media' please specify; if you answered 'Media (TV, Radio)' please specify; if you answered 'An organization or group' or 'other community source' please specify.

8. I understand that if the position for which I am applying requires proof of Education and/ or Certification I must submit this proof to the City of Sacramento Employment Office. Copies of documentation are acceptable.

- Yes No

9. I understand that I must list current and/ or past job-related experience in the "Work Experience" section of the employment application. The experience I list will be used to determine if I meet the minimum qualifications as stated on the job announcement. Applications that do not list current and/ or past job-related experience will be considered incomplete and will be rejected; omitted information can not be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. Note: Qualifying experience is based on 40 paid hours per week (pro-rated if less than 40 hours/ week).

- Yes No

10. I certify that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of materials facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination. I hereby authorize the City to verify the accuracy of the information I have provided on this application.

- Yes No

11. I authorize any duly accredited representative of the City of Sacramento to obtain copies of all records relating to my driver's license from the California Department of Motor Vehicles and from any other state in which I have been licensed to drive.

- Yes No

12. I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but not be limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

- Yes No

AGENCY WIDE QUESTIONS (CONFIDENTIAL)

JOB INFORMATION

* POSITION TITLE:	* EXAM/ RECRUITMENT # :
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PERSONAL INFORMATION

* FIRST NAME	MIDDLE INITIAL	* LAST NAME
* ADDRESS		
* CITY	* STATE	* ZIP
HOME PHONE	ALTERNATE PHONE	
* EMAIL ADDRESS	* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL OR <input type="checkbox"/> PAPER	

SECTION B

NOTE TO APPLICANT: The completed Section B is confidential and will be detached from your application. The information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our equal opportunity and recruitment effort.

1. Are you requesting Veteran's preference?

Yes No

2. To qualify for Veteran's Preference, a copy of your DD214 must be submitted with this application. There are several criteria you must meet before qualifying for this preference. (For information on Veteran's Preference, please refer to the official City of Sacramento website or contact our office at (916) 808-5726.) I understand that if I answered 'Yes', I am required to mail, email, or fax a copy of my DD-214 to the City of Sacramento Employment Office.

Yes No

3. Disability: Do you have a disability and require accommodation during the examination process? ** A person with a disability is an individual who: (1) has a physical or mental impairment that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record of such an impairment; (3) is regarded as having such an impairment. The Department of Human Resources will make efforts to provide reasonable accommodations to the candidates with disabilities in the examination process.**

Yes No

4. I understand that if I answered 'Yes' I am requesting a reasonable accommodation. Please notify the City Employment Office by the final filing date by calling (916) 808-5726 (voice) to discuss what assistance/ accommodation you may need.

Yes No

5. Gender:

Female Male

6. Ethnic Origin: (check one only)

- American Indian or Alaskan Native Persons having origins in any of the original peoples of North America and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Asian Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (this includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
- Black Persons having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Hispanic or Latino Persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin regardless of race. This does not include persons who acquire a Spanish surname.
- White Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More races All persons who identify with more than one of the above six races.
- Other
- Decline to answer