



Applications must be printed in ink or typewritten

APPLICATION FOR EMPLOYMENT

1033 5th Street
Clovis, CA 93612-1398

(559) 324-2725

An Equal Opportunity Employer

1. NAME	Last	First	Middle
2. POSITION APPLYING FOR (Show exact title; separate applications required for each position)			
3. ADDRESS			
Street _____		Apt. No. _____	
City _____		State _____ ZIP+4 _____ - _____	
4. SOCIAL SECURITY NO.		5. HOME PHONE	
- -		()	
6. EMAIL ADDRESS		7. ALTERNATE PHONE	
		()	

8. EXPERIENCE

If you are attaching a resume, please read: In order for your application to be considered, the following section **must be completed**. A resume may be attached, but **will not** be acceptable in lieu of this section. List below all present and past employment **for the last 10 years** beginning with your most recent employment. Explain gaps between employment periods (i.e. unemployment, school). If more space is needed, use a separate sheet prepared in the same format and attach securely. **Incomplete information may result in disqualification.**

A CURRENT POSITION	Job Title _____
	Duties _____
From _____ / _____ month year	_____
To _____ / _____ month year	_____
Total Service _____ yrs. _____ mos.	Employer's Name & Address _____
Ending Salary _____	Supervisor's Name & Phone No. _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reason for leaving _____
B NEXT RECENT JOB	Job Title _____
	Duties _____
From _____ / _____ month year	_____
To _____ / _____ month year	_____
Total Service _____ yrs. _____ mos.	Employer's Name & Address _____
Ending Salary _____	Supervisor's Name & Phone No. _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reason for leaving _____
C NEXT RECENT JOB	Job Title _____
	Duties _____
From _____ / _____ month year	_____
To _____ / _____ month year	_____
Total Service _____ yrs. _____ mos.	Employer's Name & Address _____
Ending Salary _____	Supervisor's Name & Phone No. _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reason for leaving _____
D NEXT RECENT JOB	Job Title _____
	Duties _____
From _____ / _____ month year	_____
To _____ / _____ month year	_____
Total Service _____ yrs. _____ mos.	Employer's Name & Address _____
Ending Salary _____	Supervisor's Name & Phone No. _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reason for leaving _____
E NEXT RECENT JOB	Job Title _____
	Duties _____
From _____ / _____ month year	_____
To _____ / _____ month year	_____
Total Service _____ yrs. _____ mos.	Employer's Name & Address _____
Ending Salary _____	Supervisor's Name & Phone No. _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reason for leaving _____

Please complete both sides of this form.

9. Have you ever been convicted of or pled no contest to a criminal offense that resulted in your being imprisoned, being placed on probation, or being required to pay a fine of more than \$100.00? Yes No *If yes, please explain under item #17.*

Failure to disclose this information will be cause for disqualification, removal from list and discharge from employment.

10. Have you ever been discharged from any employment or ever forced to resign? Yes No *If yes, please explain under item #17.*

11. Are you related by blood or marriage to any person presently employed by the City of Clovis or an elected official? Yes No
If yes, give name, relationship, and department in which employed.

12. If you possess any relevant license or certificates (*including Driver License*) please give the following information:

Title	License / Certificate No.	Issue Date	Issuing State	Expiration Date
1 _____				
2 _____				
3 _____				

13. Did you graduate from High School or pass the State High School Equivalency Exam, or do you possess a G.E.D. High School Level Certificate? Yes No

Name of School: _____

14. **COLLEGES AND SCHOOLS** attended after High School:

Name and Location of Graduate School or College	Total Units	Type / Date	Degree of Diploma Received	Emphasis of Study
1 _____				
2 _____				
3 _____				
4 _____				
5 _____				

15. **SKILLS, KNOWLEDGE AND ADDITIONAL EXPERIENCE:** Please list any skills, special training, and education that are *related* to the position which you are applying for. This information will be used to evaluate your qualifications.

16. **REASON** for seeking employment with the City of Clovis:

17. **REMARKS**

I certify that all statements on this application, including criminal and employment information or any supplements, are true to the best of my knowledge and belief. If employed by the City, I understand that any falsification will be considered cause for disqualification or termination from employment. I authorize organizations and persons named herein to provide information about me, and hereby release them from liability.

APPLICANT'S SIGNATURE _____

DATE _____



CITY OF CLOVIS

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Clovis, CA 93612-1398

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VOLUNTARY STATISTICAL INFORMATION

To further its commitment to Equal Employment Opportunity, the City of Clovis requests that applicants provide the following information on a voluntary basis. Your cooperation is essential to the success of this program. **All information is confidential, and this section will be detached prior to application review.**

Name (Last, First, Middle) _____

Position Applying For _____ Date _____

Gender: Male Female Date of Birth _____ Age _____ Social Security No. _____ - _____ - _____

How did you hear of the position you are applying for today? Please circle the number that applies.

- | | | | |
|--|---------------------------|---------------------|---------------------------|
| 1 Clovis Independent | 2 Fresno Bee | 3 Job Flyer | 4 Jobs Available |
| 5 Radio | 6 State Employment Office | 7 Los Angeles Times | 8 Western Cities Magazine |
| 9 San Francisco Chronicle | 10 Clovis Job Line | 11 School Posting | |
| 12 Referred by Clovis Employee (<i>please specify</i>) _____ | | | |
| 13 Other (<i>please specify</i>) _____ | | | |

ETHNIC CATEGORY

- American Indian** - includes persons who identify themselves or are known as such by virtue of tribal association.
- Asian American** - includes persons of Japanese, Chinese, Korean, Filipino, or Southeast Asian descent.
- African American** - includes persons of African descent as well as those identified as Jamaican, Trinidadian, and West Indian.
- Hispanic/Spanish-Surnamed American** - includes persons of Mexican, Puerto Rican, Cuban, Latin American, or Spanish descent.
- White American** - includes persons on Indo-European descent, including Pakistani and East Indian.
- Other** - includes ethnic groups not covered by the specific categories above. Please define your ethnic group: _____

If you have any specific physical or mental disabilities that require special arrangements or accommodations to participate in the testing process, please contact the Personnel Division at 559-324-2725 no later than the closing date of the recruitment for which you are applying.