



**CITY OF WATSONVILLE
AN EQUAL OPPORTUNITY EMPLOYER**

APPLICATION FOR EMPLOYMENT

- Resumes may not be substituted for this application.
- Applications must be directed to Human Resources, 275 Main Street, Suite 400, Watsonville, CA 95076 or emailed to HR@cityofwatsonville.org. For additional information, phone 831.768.3020.
- Under the Immigration Reform and Control Act of 1986, all applicants, prior to employment, must show written proof of legal residence (as a citizen or authorized alien) which entitles them to work in the United States. Failure to provide such written proof will be a bar to employment.
- Applications not completed thoroughly, accurately, and legibly may be disqualified.

Name _____
 Last First Middle

Address _____
 No. Street

City State Zip

Position Desired _____

Home Phone No. _____

Message Phone No. _____

Work Phone No. _____

E-mail _____

Do you presently possess a valid California Driver's License?
 Yes No

License Number: _____
 Expiration Date: _____ Class: _____

May we contact your present employer as to your qualifications, character, etc.? Yes No

Are you related to anyone working for the City of Watsonville or serving on the City Council?
 Yes No

If yes, provide name/s and department/s:

Name/ Dept: _____
 How related: _____

Are you currently or have you previously been employed by the City of Watsonville? Yes No

If yes, date(s) _____

Have you ever been enrolled in CalPERS? Yes No

Indicate languages you speak/ write other than English:

Language/s: _____

Have you used another name in making applications within the last five (5) years? Yes No

If yes, give details on separate sheet.

Please list your job related skills including typing speed, word processing, computer software experience, and any equipment, tools, and machines you have the ability to operate:

Were you ever discharged, rejected during probation, or have you resigned under pressure or unfavorable circumstances from any employment? Yes No

If yes, give details on separate sheet.

I will accept the following work: Temporary Part-Time On-Call

EDUCATION AND EXPERIENCE

EDUCATION

Circle the highest grade you have completed.
 1 2 3 4 5 6 7 8 9 10 11 12
 College 1 2 3 4

High School Graduate:

Yes No

Passed GED High School Tests:

Yes No

NAME & LOCATION OF COLLEGE OR UNIVERSITY	MAJOR OR COURSE OF STUDY	UNITS COMPLETED		DEGREE RECEIVED
		SEMESTER	QUARTER	
BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOLS. (Use additional sheets as required.)		COURSE STUDIED		
CERTIFICATES OF PROFESSIONAL OR VOCATIONAL COMPETENCE, LICENSES, MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS. (Use additional sheets as required.)				

EMPLOYMENT HISTORY. Begin with your most recent experience. List all experience in the last ten years including U.S. Military Service. Go back more than ten years if necessary. Also, list any volunteer experience which you feel helps you meet the requirements of the position for which you are applying. Show actual time (number of hours/days, number of hours/week) spent in such experience with "volunteer" in the space following salary. An additional sheet may be used, or a resume attached, giving additional information. **Resumes may NOT be substituted for this application form.**

PERIOD OF EMPLOYMENT	JOB TITLE AND PRIMARY DUTIES PERFORMED	EMPLOYER NAME & ADDRESS
From: _____ To: _____ Hours Per Week: _____ Reason for Leaving: _____	Title: _____ Supervisor's Name/ Title: _____ Duties: _____	Name: _____ Address: _____ Phone: _____
From: _____ To: _____ Hours Per Week: _____ Reason for Leaving: _____	Title: _____ Supervisor's Name/ Title: _____ Duties: _____	Name: _____ Address: _____ Phone: _____
From: _____ To: _____ Hours Per Week: _____ Reason for Leaving: _____	Title: _____ Supervisor's Name/ Title: _____ Duties: _____	Name: _____ Address: _____ Phone: _____
From: _____ To: _____ Hours Per Week: _____ Reason for Leaving: _____	Title: _____ Supervisor's Name/ Title: _____ Duties: _____	Name: _____ Address: _____ Phone: _____
From: _____ To: _____ Hours Per Week: _____ Reason for Leaving: _____	Title: _____ Supervisor's Name/ Title: _____ Duties: _____	Name: _____ Address: _____ Phone: _____

CERTIFICATION OF APPLICANT: I hereby certify that all statements made in this application are true and I authorize investigation of all matters contained in this application. I agree and understand any misstatement or omission of material facts on this application will cause forfeiture on my part of all rights of employment with the City of Watsonville. I further agree to be fingerprinted, to submit to a complete medical examination by a City physician upon conditional offer, and to furnish such proof of meeting the conditions of employment as may be required.

APPLICANT SIGNATURE: _____ DATE: _____

APPLICANT CHARACTERISTICS QUESTIONNAIRE

This sheet is detached prior to the processing of your application. The information below will be used only for statistical purposes in evaluating the effectiveness of our equal employment efforts. Completion of this section is voluntary and will not be used to evaluate your qualifications.

POSITION APPLIED FOR: _____ DATE: _____

- Male
 Female

AGE:

- 17 & Under
 18 to 21

- 22 to 39
 40 and over

ETHNIC ORIGIN:

1. **White** (not Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. **Black** (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
3. **Hispanic**: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
4. **Asian or Pacific Islander**: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
5. **American Indian or Alaskan Native**: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

HUMAN RESOURCES RECRUITMENT SOURCE

I learned about this job opening through (check one or more):

- A. The City's Human Resources Department
- B. A friend or relative
- C. A City employee
- D. A job announcement or poster on a bulletin board. Where? _____
- E. An organization or group. Which one? _____
- F. An ad in a newspaper or publication. Which one? _____
- G. Internet. Which web site? _____
- H. Other. Please specify. _____

Please contact Human Resources if you require special accommodations during the examination process.

831.768.3020
275 Main Street, Suite 400
Watsonville, CA 95076
HR@cityofwatsonville.org