



CITY OF YORBA LINDA
 4845 Casa Loma Avenue · PO Box 87014 · Yorba Linda, CA 92885 · 714 961 7107
EMPLOYMENT APPLICATION

Notice to Applicants: Answer all questions completely and accurately. Application form must be completed in full and personally signed by the candidate before being accepted. Include any supplemental information that you feel would be helpful in the consideration of your qualifications. Please type or print all information.

Applying for position of _____

Last Name _____ First Name _____ Middle Name _____ Social Security # _____

Street Address _____ City _____ State _____ Zip _____

Home Telephone _____ Other Telephone _____ D.L. # _____ Exp. Date _____

Do you have any disability that may limit your ability to perform the essential functions of the particular job for which you are applying? Yes _____ No _____
 If yes, please indicate what can be done to reasonably accommodate your limitation: _____

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED 13 14 15 16 17 18

Name of High School: _____ City & State _____

College, Business or Trade School Attended	Years Attended	Degree or Certificate	Study Emphasis

List any other formal training programs that may be related to the type of job you are seeking: _____

List any professional or technical licenses or certificates that may be related to the type of employment you are seeking:

License Number(s): _____ Expiration Date _____

List professional, technical, educational, community or service organization memberships. You may exclude those which indicate religion, race, creed, color, national origin, ancestry, sex, sexual orientation, age, or other legally protected categories.

RECORD OF CONVICTIONS: Have you ever been convicted of a crime? (Exclude convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged or legally eradicated; and misdemeanor convictions for which probation was completed and the case dismissed.) Convictions include a plea of guilty, nolo Contendere (no contest) and/or a finding of guilty by a judge or jury regardless of whether a sentence is imposed by the court. YES _____ NO _____
 If yes, please attach a brief description of the nature of the crimes(s), the date and place of conviction and the legal disposition of the case.

Do you currently have any felony offenses pending adjudication? YES _____ NO _____. If yes, please attach a brief description for any offenses for which you are awaiting adjudication.

The City of Yorba Linda will not generally deny employment to any applicant solely because the person has been convicted of a crime. The City will consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

EMPLOYMENT HISTORY

Beginning with the most recent, list your employment history for the last 10 years. All sections except duties must be filled in even if resume is attached. Please begin with your most recent job (attached additional sheets if necessary).

Dates of Employment (Month, Year)

From: _____ To: _____

Name & Address of Employer: _____

Phone: _____

Name & title of your supervisor _____

Type of Business _____ Salary _____

Title of Position: _____

Duties: _____

Reason for leaving _____

May we contact this employer? Yes _____ No _____

Dates of Employment (Month, Year)

From: _____ To: _____

Name & Address of Employer: _____

Phone: _____

Name & title of your supervisor _____

Type of Business _____ Salary _____

Title of Position: _____

Duties: _____

Reason for leaving _____

May we contact this employer? Yes _____ No _____

Dates of Employment (Month, Year)

From: _____ To: _____

Name & Address of Employer: _____

Phone: _____

Name & title of your supervisor _____

Type of Business _____ Salary _____

Title of Position: _____

Duties: _____

Reason for leaving _____

May we contact this employer? Yes _____ No _____

I authorize investigation of all statements contained in this Application. Further, I understand that the City may contact individuals and/or entities to confirm the information provided in connection with my Application for Employment with the City of Yorba Linda. Accordingly, I hereby release all persons, their agents and/or employees, to whom a request for information is presented from any and all claims, known or unknown, for providing information to the City. I understand that misrepresentation or omission of facts called for is cause for not hiring me or dismissal.

Signature of Applicant _____

Date _____