



APPLICATION FOR EMPLOYMENT

An Equal Employment Opportunity Employer

Department of Human Resources
 12700 Norwalk Boulevard
 Norwalk, CA 90650
 (562) 929-5721
 www.norwalk.org

<i>For Personnel Use Only:</i>	
<i>Received by:</i> _____	<i>Data entered by:</i> _____
<i>Reviewed by:</i> _____	<i>Status:</i> _____

NOTICE TO APPLICANTS: An application form is the basis of a selection procedure which may include any technique which fairly measures the job related qualifications of applicants. Please complete all questions and include any supplemental information which you feel would be helpful in the consideration of your qualifications. No aspect of employment will be influenced by an applicant's or an employee's race, color, religion, sex, national origin, ancestry, physical or mental disability or age as defined by law. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirements of the position being filled.

PLEASE TYPE OR PRINT IN BLUE OR BLACK INK

Position for which you are applying:

Print your full name: _____		
Last	First	Middle
Address: _____		
Number and Street	Apartment No.	

City	State	Zip
Home Phone: _____ Cell/Message Phone: _____ Email: _____		

General Information

Please answer all of the following questions completely and accurately.
 Use the Remarks section below to explain your answers.

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Are you now, or have you ever been, employed by the City? If yes, list dates and positions below.	<input type="checkbox"/>	<input type="checkbox"/>	If hired, can you provide proof of your legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Are you related by blood or marriage to any person(s) presently employed by the City or an elected official of the City? If yes, list name(s) and relationship(s) below.	<input type="checkbox"/>	<input type="checkbox"/>	Do you hold a valid California Driver's License? If yes, provide license number: _____	<input type="checkbox"/>	<input type="checkbox"/>
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been discharged from employment or been forced to resign? If yes, explain below.	<input type="checkbox"/>	<input type="checkbox"/>
Having read the job announcement which lists the essential functions of the position, are you able to perform these functions with or without reasonable accommodations? If no, explain below.	<input type="checkbox"/>	<input type="checkbox"/>	Do you claim Veteran's Preference? Provide a copy of discharge papers (DD214)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any mental or physical disabilities for which you may need special testing arrangements? If yes, please explain below in order to allow sufficient time to make arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever worked for another California Public Employees Retirement System (CalPERS) agency?	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

(Attach additional sheet if necessary)

Education and Training

Name of School	City, State	Major Subject	Units Completed	Degree (if any)
High School		Highest Grade Completed 1-8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>	Not Applicable	Diploma <input type="checkbox"/> G.E.D. <input type="checkbox"/>
College or University				AA/AS <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS <input type="checkbox"/>
Other Relevant Classes Or Training				

Special Skills

Describe other job-related education, training, skills, certificates, professional licenses, designations or registrations, and driver's license endorsements you may possess which are relevant to this position.
Describe any skills or knowledge you have such as software programs, typing/keyboarding or machine/equipment operation that relate to this position.
What languages other than English do you speak, read and/or write?

Experience

READ CAREFULLY BEFORE BEGINNING THIS SECTION

List all periods of employment and unemployment for the last TEN (10) years, starting with the most recent and working back, including current employment with the City. Indicate any discharge or forced resignation. List periods of U.S. Military Service and previous service with the City of Norwalk regardless of when they occurred. List separately different positions with the same employer. Give complete information – A résumé does not substitute for this section. If you need additional space, please photocopy the Experience section of the application prior to beginning or attach additional sheets, using this format only.

Is your employment history less than 10 years? Yes No May we contact your present employer? Yes No

From:		To:		NAME OF PRESENT OR LAST EMPLOYER:	ADDRESS
MONTH	YEAR	MONTH	YEAR	SUPERVISOR'S NAME, TITLE AND PHONE NUMBER	
JOB TITLE				DUTIES:	
SALARY					
REASON FOR LEAVING					

From:		To:		NAME OF PRESENT OR LAST EMPLOYER:	ADDRESS
MONTH	YEAR	MONTH	YEAR	SUPERVISOR'S NAME, TITLE AND PHONE NUMBER	
JOB TITLE				DUTIES:	
SALARY					
REASON FOR LEAVING					

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JOB TITLE				DUTIES:	
SALARY					
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MONTH	YEAR	MONTH	YEAR	SUPERVISOR'S NAME, TITLE AND PHONE NUMBER	
JOB TITLE				DUTIES:	
SALARY					
REASON FOR LEAVING					

Professional References (Please do not list personal references)

Name	Address	Phone Number	Relationship/Title

Conditions of Employment

Before date of hire, applicant must pass a medical examination (including a drug screen), be fingerprinted, and upon appointment be required to submit proof of U.S. Citizenship or legal right to remain and work in the U.S.

Applicant's Statement

I hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief, and I understand and agree that any misstatement or omission of material fact may cause forfeiture on my part of all rights to employment by this City. I hereby authorize any representative of the City of Norwalk to obtain any information pertaining to my current and/or previous work history, performance, attendance, personal history, character, background investigation, psychological examination results, and any additional job-related information as may be necessary in arriving at an employment decision.

APPLICANT'S NAME – PLEASE PRINT

APPLICANT'S SIGNATURE

DATE

It is the Applicant's responsibility to submit a complete application, including any supplemental questionnaires and/or required documentation. Incomplete applications will not be considered.



Department of Human Resources Voluntary Self-Identification and Recruitment Information Form

The City of Norwalk is required by federal law to maintain the following information on all applicants. The requested information is voluntary. It will not affect the consideration of your résumé/application for employment. This form will be processed separately from your résumé/application. We appreciate your cooperation.

Name: _____ **Date:** _____

Position Applying For: _____

Female Male Over 40 years of age Yes No

Disabled (please indicate what assistance or accommodation, if any, you require to participate in the selection process, and/or to perform the essential functions of the position you have applied for) _____

Please indicate the one ethnic group with which you most closely identify:

Black Hispanic White
 American Indian or Alaskan Native Asian Pacific Islander

How did you hear about this position?

<input type="checkbox"/> City Website	<input type="checkbox"/> Western City Magazine	<input type="checkbox"/> ICMA Management Association
<input type="checkbox"/> Norwalk City Hall	<input type="checkbox"/> Nation's City Weekly	<input type="checkbox"/> American Society for Public Administration
<input type="checkbox"/> City Employee	<input type="checkbox"/> University Posting	<input type="checkbox"/> Careerbuilders.com
<input type="checkbox"/> Job Hotline	<input type="checkbox"/> Jobs Available	<input type="checkbox"/> Monstertrak.com
	<input type="checkbox"/> Governmentjobs.com	

Job Flyer at: _____

Other (please specify): _____