



CITY OF PORT HUENEME EMPLOYMENT APPLICATION

PLEASE TYPE OR PRINT IN INK

PERSONAL INFORMATION

POSITION APPLIED FOR:		DATE AVAILABLE TO START:	MINIMUM ACCEPTABLE SALARY: \$ / <input type="checkbox"/> hr. <input type="checkbox"/> month	
AVAILABILITY: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> INTERMITTENT <input type="checkbox"/> DAYS <input type="checkbox"/> ROTATING SHIFTS <input type="checkbox"/> SHIFT WORK <input type="checkbox"/> EVENINGS <input type="checkbox"/> TEMPORARY <input type="checkbox"/> WEEKENDS				
NAME (Last)		(First)	(MI)	
ADDRESS (Number and Street)		(City)	(State)	(Zip)
HOME PHONE () -)	ALTERNATE PHONE () -)	EMAIL ADDRESS		
U.S. Citizenship, or application for U.S. Citizenship is required for <u>all employees</u> . If the City hires you, will you be able to provide proof of your identity and work eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No				

I am currently employed by the City of Port Hueneme:	<u>YES</u>	<u>NO</u>	
I was previously employed by the City of Port Hueneme:	<input type="checkbox"/>	<input type="checkbox"/>	
Are you 18 years or older?:	<input type="checkbox"/>	<input type="checkbox"/>	
Do you possess a valid California Driver's License?:	<input type="checkbox"/>	<input type="checkbox"/>	
Number: _____ Class: ____ Expires: _____			
Can you with or without reasonable accommodation, perform the essential job functions for the position applied for?:	<input type="checkbox"/>	<input type="checkbox"/>	
Are any of your relatives employed by the City of Port Hueneme:	<input type="checkbox"/>	<input type="checkbox"/>	

Name: _____ **Relation:** _____ **Department:** _____

EDUCATION AND TRAINING *(Attach additional sheets as necessary)*

Highest Grade Completed:		High School Graduate:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> MA <input type="checkbox"/> Phd		Passed High School Equivalency Tests:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name of College or University	Location	Major Course of Study	Completed Units/Degree

COMPLETED COURSEWORK/PROFESSIONAL CERTIFICATION *(Pertinent to this position)*

Title	Institution	Units Completed	Professional Certificate/License

Foreign Language Proficiency: YES Specify: _____ NO

TYPING: *wpm* Software/equipment pertinent to position:

CONVICTION RECORD

(REQUIRED FROM ALL APPLICANTS) A conviction will not necessarily disqualify your application.

Acceptance of the application of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Include both minor and serious offenses for which you were convicted. Any omissions are grounds for rejection of the application, removal of name from the eligibility list, or dismissal from position.

Have you ever been convicted of a breach or violation of any ordinance or law other than a minor traffic violation? Yes No

If yes, provide the information requested below for each conviction, continuing on a separate page if necessary.

Violation/Offense	Date	Place	Sentence/Fine

EMPLOYMENT HISTORY

Beginning with your current or most recent position, list your employment record for the last seven years or last five positions. Use additional sheets as necessary to provide all of your relevant experience. List all positions you have held with any agency. **A RESUME DOES NOT SUBSTITUTE** for this section of the application. This section **MUST BE COMPLETED.**

From: Month/Year	To: Month/Year	Job Title	Base Salary or Wage	# Supervised
			\$	

Employer's Name and Address	Telephone No.	Type of Business
	() -	

Supervisor's Name and Title	Reason for leaving	May We Contact
		<input type="checkbox"/> YES <input type="checkbox"/> NO

Description of Duties:

From: Month/Year	To: Month/Year	Job Title	Base Salary or Wage	# Supervised
			\$	

Employer's Name and Address	Telephone No.	Type of Business
	() -	

Supervisor's Name and Title	Reason for leaving	May We Contact
		<input type="checkbox"/> YES <input type="checkbox"/> NO

Description of Duties:

From: Month/Year	To: Month/Year	Job Title	Base Salary or Wage	# Supervised
			\$	

Employer's Name and Address	Telephone No.	Type of Business
	() -	

Supervisor's Name and Title	Reason for leaving	May We Contact
		<input type="checkbox"/> YES <input type="checkbox"/> NO

Description of Duties:

PERSONAL REFERENCES

(List three individuals that you have known for a minimum of three years. Do not include relatives.)

Name	Address	Phone No.	Professional Position
		() -	
		() -	
		() -	

You may request reasonable accommodation during each stage of the hiring process. If you require a reasonable accommodation, please contact the Human Resources Department at (805) 986-6500 as soon as possible to submit a request.

I certify that all statements and information are true to the best of my knowledge and I agree and understand that any misstatements or omissions on my part forfeit my participation in the examination process and/or my right to employment, or continued employment even if discovered after I have become an employee of the City of Port Hueneme. I authorize the City of Port Hueneme or its representatives to thoroughly investigate my background (including work record, education, character references, criminal record, driving record) and to obtain information concerning my ability and suitability as an employee. I understand that as a condition of employment I may be required to pass a physical exam, including a drug screen if applicable under law. I understand that nothing contained in the application, or conveyed during any interview (s) that may be granted, is intended to create an employment contract between the City of Port Hueneme and me. _____ (Initial)

Applicant Signature

Date

HUMAN RESOURCES OFFICE USE ONLY

Received By: _____ Meets minimum requirements YES NO _____

EQUAL EMPLOYMENT OPPORTUNITY

In an effort to evaluate the effectiveness of our recruiting program, the City of Port Hueneme requests that you complete this form and submit it with your application. Providing this information is optional and will be detached from your application prior to review. The Human Resources Department is legally allowed to gather this information, which is for statistical purposes only and will not be used for employment decisions.

Please check the appropriate boxes:

Male Female Date of Birth: _____

Please check *only* one choice which best describes your race/ethnicity:

- 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.
- 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.
- Black (not of Hispanic origin):** All persons having origin in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

TITLE OF POSITION APPLIED FOR: _____

I first learned about this job through:

- A friend or relative
- City job flyer
- City Personnel Office
- Newspaper _____
(Specify)
- Trade or Professional Publication _____
(Specify)
- Contact with City Department other than Personnel
- City Website
- Other: _____

EQUAL OPPORTUNITY EMPLOYER

The City of Port Hueneme is an Equal Opportunity Employer and welcomes applications from all qualified applicants. The City of Port Hueneme does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition or disability. The City of Port Hueneme makes reasonable accommodation for the disabled. If you require special arrangements to participate in the recruitment process, you must inform the Human Resources Department in writing no later than the final filing deadline. Applicants requesting such accommodations must document their request with an explanation of the type and extent of accommodation required.