# City of Desert Hot Springs

# Application for Employment

**Instructions:**

**a. Answer all questions; b. Print or type (black or blue ink only); c. Separate application is required for each position; d. Return to: City of Desert Hot Springs, 65950 Pierson Blvd., Desert Hot Springs, CA. 92240.**

Position applied for: _____ Date: _____

Name: _____
Last, First Middle Initial

Mailing Address: _____
Number Street City State Zip

Home Phone: _____ Message Phone: _____ Work Phone: _____

## ◇◇◇◇◇ GENERAL INFORMATION ◇◇◇◇◇

Have you ever been convicted of a felony? Do not identify any felony conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated. A fingerprint check will be made. Yes ___ No ___ A yes answer will not automatically disqualify you as such information will only be considered if the convictions(s) has a direct relationship to the job for which you are applying and indicates a risk to property or safety. If yes, describe in full. Attach additional sheets if necessary.

_____

If hired, can you present evidence of your U.S. Citizenship or proof of your legal right to live and work in this country?

Yes ___ No ___

Are you related to any City employee? Yes ___ No ___ If yes, indicate name and relationship: _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes ___ No ___ If no, please describe the function that cannot be performed: _____

_____

## ◇◇◇◇◇ EDUCATION ◇◇◇◇◇

Do you have a High School Diploma or G.E.D. Certificate? Yes ___ No ___ If "NO" Circle Highest Grade Completed
1 2 3 4 5 6 7 8 9 10 11 12

| NAME/ADDRESS OF SCHOOL, COLLEGE, VOCATIONAL SCHOOL OR INSTITUTE | TITLE OF COURSE OR MAJOR | Certificates, Degrees, Etc. |
|---|---|---|
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## ◇◇◇ EXPERIENCE ◇◇◇◇◇

IMPORTANT Starting with most recent position, account for all employment (including U.S. Military Service) and unemployment for the past ten years. Use additional sheets if necessary.

1.

| | | | |
|---|---|---|---|
| From:<br>To: | Full time ○<br>Part time ○ | Last $ _____<br>Per / _____ | Employer<br>Name: |
| Position: | | | Address: |
| Duties: | | | Phone: |
| Reason for leaving: (May we Contact Yes ○ No○) | | | Supervisor: |

2.

| | | | |
|---|---|---|---|
| From:<br>To: | Full time ○<br>Part time ○ | Last $ _____<br>Per / _____ | Employer<br>Name: |
| Position: | | | Address: |
| Duties: | | | Phone: |
| Reason for leaving: (May we Contact Yes ○ No○) | | | Supervisor: |

3.

| | | | |
|---|---|---|---|
| From:<br>To: | Full time ○<br>Part time ○ | Last $ _____<br>Per / _____ | Employer<br>Name: |
| Position: | | | Address: |
| Duties: | | | Phone: |
| Reason for leaving: (May we Contact Yes ○ No○) | | | Supervisor: |

4.

| From: | Full time ○ | Last $ _____ | Employer |
|---|---|---|---|
| To: | Part time ○ | Per/ _____ | Name: |
| Position: | | | Address: |
| Duties: | | | Phone: |
| Reason for leaving: (May we Contact Yes ○ No○) | | | Supervisor: |

**Special Qualifications/Skills (include active technical/professional licenses and numbers, academic or professional awards, knowledge of office equipment and computer programs etc.):**_____

_____

**Include foreign languages you speak, read, and/or write and your level if language proficiency is a requirement stated on the job announcement:** _____

_____

**The City of Desert Hot Springs may contact my current and former employers for references concerning my employment**

**Yes ___ No ___**

**◇◇◇◇◇ PLEASE READ THIS STATEMENT CAREFULLY ◇◇◇◇◇**

***I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification or omission will be immediate grounds for disqualification and/or dismissal. I authorize the City of Desert Hot Springs to conduct a background investigation to be made in connection with this application concerning my character, general reputation, employment and education background, and criminal record, whichever may be applicable. I hereby authorize the release of documents and personal interviews with third parties, such as prior employees, business associates or others with whom I am acquainted and release said sources from any liability for any damages whatsoever for issuing this information. I am aware that any offer of employment is conditional upon my ability to meet the established requirements of this job. I understand that acceptance of an offer of employment does not create a contractual obligation upon the City of Desert Hot Springs to continue to employ me in the future. In submitting this application, I further understand that it becomes the property of the City of Desert Hot springs and will not be returned.***

***I have read and affirm as my own the above statements."***

_____ _____

Signature Date

**EOE/AA**

CITY OF DESERT HOT SPRINGS

SUPPLEMENTAL SHEET TO EMPLOYMENT APPLICATION

ETHNIC IDENTIFICATION SURVEY

Completion of this form is strictly voluntary and is requested of all applicants participating in any City of Desert Hot Springs testing process. Submission of this form will have no effect upon the applicant's performance rating in any phase of the testing process. Results will be used solely for research purposes in gathering Equal Employment Opportunity statistics which are required by Federal and State laws and regulations prohibiting discrimination on the basis of race, color, religion, sex, national origin, age or disability.

Please submit this form along with your completed application by the final filing date. This sheet is detached from your application form upon receipt by the Human Resources Department. It will not become part of your employment folder nor individual file.

1. Position Title _____

2.. Please mark the appropriate block ☐ Female ☐ Male

3.. Ethnic Background:

☐ White: All persons having origins in any of the original peoples of Europe or the Middle East

☐ Black: All persons having origins in any of the Black racial groups of Africa.

☐ Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture of origin.

☐ 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, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

☐ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America.

6. How did you learn about this vacancy?

_____