

# **TO ALL APPLICANTS**

PLEASE READ CAREFULLY BEFORE FILLING OUT APPLICATION MATERIALS

The application form is one of the most important screening and selection tools used by this office. It is used at all points of the hiring process and is your way of showing that you qualify for the position and should receive further consideration. An application which is incomplete and/or carelessly or incorrectly filled out may reduce your chances of being included in the testing process. **Consider the application as a sample of your work!**

1. Applications downloaded from the website or received through e-mail may be completed and submitted either electronically or in a hard-copy format. If submitting electronically, save your completed application to a file in your computer. After you have saved your completed application e-mail it to [humanresources@ci.fullerton.ca.us](mailto:humanresources@ci.fullerton.ca.us) (unless otherwise stated on the job flyer). Applications completed electronically must comply with the following instructions:
  - A. **DO NOT UNLOCK** the document.
  - B. Use the tab key to navigate through the form.
  - C. Use the space bar to choose the appropriate boxes.
  - D. If the information you are entering does not fit, abbreviate or use a separate sheet of paper.  
*Tip: When you open this document, save it with another name to preserve this file. If you need additional pages from the original application, they will be available to you by referring to your e-mail attachment or our website.*
2. **Applications are accepted only for current City of Fullerton vacancies.** Be sure to indicate the position for which you are applying.
3. An application form and an Equal Employment Opportunity Statistical Information form must be completed for each position. **A Supplemental Questionnaire, if included, must also be completed.**
4. If submitting a hard-copy application, neatly print using ink or type the application materials. Applications which are illegible may be disqualified during the screening process.
5. **All items** on the application form which require an answer **must be completed**. Do not leave any space blank. It is important to provide thorough and detailed information about all former employment for the **last 10 years** (particularly positions similar to the position for which you are applying). A resume may **not** be substituted for the Work Experience section or in lieu of the supplemental questionnaire. It may be attached to the application to provide additional job-related information.
6. Always list a phone number where you can be contacted between 8:00 am and 5:00 pm.
7. Check over your application materials very carefully for errors in spelling, punctuation and grammar. Be sure to sign and date the application and supplemental questionnaire. Applications submitted online will require an original signature during the first phase of the testing process.
8. Make certain the completed application materials are returned to the Human Resources Department by the closing date and time noted on the Employment Opportunity Bulletin. Applications arriving in the Human Resources Department after the closing date and time **will not** be accepted. **POSTMARKS WILL NOT BE ACCEPTED.**  
  
If you submit your application electronically and do not receive a confirmation of receipt from the Human Resources Department within two business days, please call (714) 738-6361.
9. **You will be notified by e-mail after the closing date as to whether or not you are being considered for the position for which you applied. If you do not include an e-mail address, notification will be sent to you via US mail. Please contact the Human Resources Department if you have not received notification by the application review deadline indicated on the job flyer.**
10. Please report any change of street address or e-mail address to the Human Resources Department as soon as possible to be sure you receive all correspondence concerning the position for which you applied.
11. Questions concerning your application may be answered by calling (714) 738-6361, visiting our website at [www.ci.fullerton.ca.us](http://www.ci.fullerton.ca.us), e-mailing us at [humanresources@ci.fullerton.ca.us](mailto:humanresources@ci.fullerton.ca.us) or visiting the Human Resources Department, City Hall, 3rd Floor at 303 West Commonwealth Ave., Fullerton, CA 92832 (north-west corner of Highland and Commonwealth Avenues).

# CITY OF FULLERTON APPLICATION FOR EMPLOYMENT

**Position:** \_\_\_\_\_

**INSTRUCTIONS:** Please read the announcement to determine if you possess the qualifications for the job. Print using ink and ensure that the application is legible. Answer all questions accurately and completely. All statements in your application are subject to verification and incorrect or incomplete statements may bar or remove you from employment. Read the "Certificate of Applicant" in Section 6 carefully before signing.

## 1. PERSONAL DATA

NAME (Last, First Middle)	Home Telephone ( )
Mailing Address (Number and Street)	Contact Telephone ( ) extension:
(City, State & Zip)	E-mail Address
If the job you are applying for requires a Driver's License, do you possess one? YES <input type="checkbox"/> NO <input type="checkbox"/>	
State: _____	Number: _____ Class: _____ Expiration Date: _____

## 2. WORK EXPERIENCE

**Is your employment history less than 10 years?** Yes  No

- If yes, list all jobs, including military service and pertinent volunteer work. Start with your present/most previous job. *Attach another sheet or use Section 5D if you need more space. List each promotion as a separate job. List periods of unemployment in excess of six months in section 5D. Section 5D is located on page 2 of this application.*
- If no, follow above directions for the last 10 years.

STARTING/ENDING DATE MO/YEAR -	ENDING SALARY \$ _____ PER <input type="checkbox"/> HR. <input type="checkbox"/> WK. <input type="checkbox"/> MO.	Name of present/most recent employer: Phone: ( ) extension: Supervisor's Name & Title: Phone: ( ) extension:
JOB TITLE?		Hrs/Week
DESCRIBE YOUR MAJOR DUTIES:		
Reason for leaving/wanting to leave: _____ May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
STARTING/ENDING DATE MO/YEAR -	ENDING SALARY \$ _____ PER <input type="checkbox"/> HR. <input type="checkbox"/> WK. <input type="checkbox"/> MO.	Name of previous employer: Phone: ( ) extension: Supervisor's Name & Title: Phone: ( ) extension:
JOB TITLE?		Hrs/Week
DESCRIBE YOUR MAJOR DUTIES:		
Reason for leaving: _____ May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
STARTING/ENDING DATE MO/YEAR -	ENDING SALARY \$ _____ PER <input type="checkbox"/> HR. <input type="checkbox"/> WK. <input type="checkbox"/> MO.	Name of previous employer: Phone: ( ) extension: Supervisor's Name & Title: Phone: ( ) extension:
JOB TITLE?		Hrs/Week
DESCRIBE YOUR MAJOR DUTIES:		
Reason for leaving: _____ May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Attach another sheet or use Section 5D if more space is needed to include 10 years of employment history.**

**3. EDUCATION AND TRAINING**

CIRCLE HIGHEST GRADE COMPLETED 1-7 <input type="checkbox"/> , 8 <input type="checkbox"/> , 9 <input type="checkbox"/> , 10 <input type="checkbox"/> , 11 <input type="checkbox"/> , 12 <input type="checkbox"/>		NAME & LOCATION OF HIGH SCHOOL		IF NOT A HIGH SCHOOL GRADUATE, HAVE YOU PASSED THE GED TEST? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Schools attended after high school	Location	Course of Study	Credits Earned		Degree or Certificate Received
			Sem.	Qtr.	None   In Progress   Completed   Type
					<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>
					<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>
					<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>

Please describe additional course work or training (including military) which would qualify you for this position.

Please list certificates/licenses of professional or vocational competence you possess. Please include certificate/license numbers if applicable.

Please describe any skills or knowledge you have such as software programs, typing/keyboarding or machine/equipment operation that relate to this position.

**4. LEGAL HISTORY**

Have you ever been convicted of a crime (felony or misdemeanor) since your 18<sup>th</sup> birthday? Yes  No   
 If your answer is yes, give details in section 5(D). Show for each offense the (1) Date, (2) Offense, (3) Place, (4) Action taken.  
 PLEASE NOTE: A conviction is not an automatic bar to employment. What you were convicted of, how long ago and your conduct since the offense will be considered in terms of employment.

**5. ADDITIONAL INFORMATION**

A. Have you ever been employed by the City of Fullerton? Yes  No   
 If yes: Department/Position \_\_\_\_\_ Dates \_\_\_\_\_

B. Are you related to anyone currently employed by the City of Fullerton? Yes  No   
 If yes: Name and Department \_\_\_\_\_

C. What languages other than English do you speak and understand?

D. Use this space to provide additional information as required by the application or to describe in greater detail any aspects of your experience, training, education or periods of unemployment.

IF APPOINTED TO A CITY JOB, APPLICANTS WILL BE REQUIRED TO SUBMIT PROOF OF LEGAL AUTHORIZATION TO WORK IN THE U.S. UPON APPOINTMENT. APPOINTEES MAY BE FINGERPRINTED AND/OR MEDICALLY EXAMINED AT CITY EXPENSE. FAILURE TO PASS THE MEDICAL EXAM MAY BE DISQUALIFYING. CONVICTION RECORDS WILL BE CHECKED.

**6. CERTIFICATE OF APPLICANT – PLEASE READ CAREFULLY**

I have read and understand all the information contained in this application. I authorize the release of information concerning my qualifications, character or prior employment record to the City of Fullerton through inquiries to any sources, except as noted in Section 2. I certify that all statements in this application are true and complete; that there are no misrepresentations, falsifications, or omissions of material fact and am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for or discharge from any employment in this jurisdiction. A photocopy/fax of this document may be treated as an original.

SIGNATURE	DATE
	_____/_____/_____ Month Day Year

Office Use Only:  
 Accepted: \_\_\_\_\_  
 Rejected for: educ \_\_\_\_\_ exp \_\_\_\_\_ late \_\_\_\_\_ other \_\_\_\_\_ by \_\_\_\_\_

Please return this form with your application.

Date \_\_\_\_\_

Some recruitments require a supplemental questionnaire,  
**THIS IS NOT A SUPPLEMENTAL QUESTIONNAIRE.**

**CITY OF FULLERTON**

**EQUAL EMPLOYMENT OPPORTUNITY - STATISTICAL INFORMATION**

Dear Applicant:

Completion of this form is requested of all applicants participating in any City of Fullerton 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.

Your cooperation in answering all the questions completely and accurately is appreciated. Please submit this form along with your completed application to the Human Resources Department by the final filing date. This sheet is detached from your application form upon receipt in the Human Resources Department. It will not become part of your employment folder nor individual file.

Note: Items 1 - 2 are required. Items 3 - 6 are voluntary.

1. Applicant's name \_\_\_\_\_  
Last Name First Name Middle Name

2. What position are you applying for? \_\_\_\_\_

3. What city and state are you presently residing in? \_\_\_\_\_

4. Sex:  Male  Female

5. 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 or 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?

- I am currently a City of Fullerton employee.
- Newspaper or journal--which one? \_\_\_\_\_
- Interest card previously filed with City of Fullerton Human Resources Department.
- Personal visit to the Human Resources Department.
- Job Line/Telephone call to the Human Resources Department.
- Internet/Website -  City of Fullerton Website  
 Other \_\_\_\_\_
- Employment Bulletin posted at \_\_\_\_\_
- City of Fullerton employee.
- Other \_\_\_\_\_