EMPLOYMENT APPLICATION

CITY OF SANTA CRUZ

Clear Form

Human Resources Department
809 Center Street • Room 6
Santa Cruz, CA 95060
(831) 420-5040 • Fax (831) 420-5041
Visit our website at: www.cityofsantacruz.com

FOR HR USE ONLY:

_____
Disposition

_____
Screened by
❑Y ❑N
Veterans Pref
❑Y ❑N
Special Accommodation:

EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING _____

RECRUITMENT NUMBER (SEE JOB ANNOUNCEMENT) _____

Type or print using black or dark blue ink. This application must be completed in full. A separate application must be completed for each position. All statements are subject to verification. If you move, you must notify the Human Resources Department in writing of your new address and phone number. **If you have questions regarding how to complete this application form, contact the Human Resources Department.**

SOCIAL SECURITY NUMBER / / | LAST NAME, | FIRST NAME, | MIDDLE INITIAL | HOME TELEPHONE ( )

STREET NUMBER AND STREET NAME (OR P.O. BOX) | BUSINESS/MESSAGE PHONE ( )

CITY | STATE | ZIP CODE | E-MAIL ADDRESS

DO YOU POSSESS A VALID DRIVER'S LICENSE? ❑ YES ❑ NO

ISSUING STATE: _____ LICENSE NUMBER: _____ EXPIRATION DATE: ____/____/____ LICENSE CLASS: _____

Are you a citizen of the United States or do you have a legal right to work in the United States? (Written proof of citizenship or right to work will be required at time of hire.)

❑ YES ❑ NO

BILINGUAL LANGUAGE SKILLS:

Language _____
❑ SPEAK
❑ WRITE
❑ TRANSLATE

Language _____
❑ SPEAK
❑ WRITE
❑ TRANSLATE

Check the work schedule(s) you will accept. You will be considered only for the schedule(s) selected. Do not check those you are unwilling to accept.

❑ FULL-TIME ❑ TEMPORARY
❑ PART-TIME ❑ ON-CALL

If you fail to respond to the following question completely and clearly as directed herein, your application will be rejected. As an adult, have you ever been convicted of a misdemeanor, felony or infraction, or been on parole or probation? ❑ YES ❑ NO

If yes, you must list all convictions since your 18th birthday on an attached sheet. Include offense (please specify whether the conviction was for a felony, misdemeanor or infraction), date of offense, place of conviction, dates of probation and/or parole. You are not required to disclose information regarding convictions for the possession of marijuana that are more than two years old, participation in a pre-trial or post-trial diversion program, misdemeanor convictions that have been judicially dismissed pursuant to Penal Code section 1203.4 or offenses set forth in Labor Code section 432.8 unless you are applying for a position as a Police Officer. Except as specified below, a yes answer will not automatically disqualify you from appointment. **Failure to disclose misdemeanor or felony convictions will result in termination or denial of employment. Newly hired employees are subject to being fingerprinted, to verify conviction history, prior to start of work.**

Pursuant to California Public Resources Code Section 5164, the City is prohibited from hiring an employee or volunteer to perform services at a park, playground, recreation center or beach, in a position having supervisory or disciplinary authority over any minor, when that person has been convicted of specified offenses. You may obtain a CODE SECTION 5164 SCREENING FORM, which includes applicable offenses, from the Human Resources Department.

EDUCATION: Check the appropriate box if you possess one of the following:

❑ High School Diploma ❑ G.E.D. Certificate
❑ California High School Proficiency Certificate

CHECK HIGHEST GRADE COMPLETED
1 2 3 4 5 6 7 8 9 10 11 12 COLLEGE 1 2 3 4

POST GRADUATE WORK _____ YEARS

Colleges, Universities, Vocational Technical Schools Attended	City/State	Major or Course of Study	Total Units Completed Semester	Quarter	Degree or Certificate	Dates Attended From	To