

Human Resources  
 2720 Second Street  
 Ceres, CA 95307-3292  
 (209) 538-5747  
[www.calopps.org](http://www.calopps.org)

## CITY OF CERES EMPLOYMENT APPLICATION



### INSTRUCTIONS:

- Please PRINT in ink or type the requested information.
- LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED.
- Resumes may be added, but may not be substituted for completion of this application.
- Please complete the attached Personnel Data Sheet questionnaire.
- Applications must be signed and dated.

Last Name	First Name	Middle Initial	Position Applied For:										
Address		City & State	Zip Code										
Home Phone	Message/ Contact		Email										
What type of hours/shift will you accept? <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Full Time (40 hrs.)</td> <td><input type="checkbox"/> Day Shift</td> <td><input type="checkbox"/> Weekends</td> </tr> <tr> <td><input type="checkbox"/> Part Time (Less than 40 hrs.)</td> <td><input type="checkbox"/> Swing Shift</td> <td><input type="checkbox"/> Rotating Shift</td> </tr> <tr> <td><input type="checkbox"/> Temporary</td> <td><input type="checkbox"/> Graveyard Shift</td> <td>(May include weekends, holidays)</td> </tr> </table>					<input type="checkbox"/> Full Time (40 hrs.)	<input type="checkbox"/> Day Shift	<input type="checkbox"/> Weekends	<input type="checkbox"/> Part Time (Less than 40 hrs.)	<input type="checkbox"/> Swing Shift	<input type="checkbox"/> Rotating Shift	<input type="checkbox"/> Temporary	<input type="checkbox"/> Graveyard Shift	(May include weekends, holidays)
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<input type="checkbox"/> Temporary	<input type="checkbox"/> Graveyard Shift	(May include weekends, holidays)											
Instructions to applicant: Applicants are screened for position, qualifications and requirements. (Refer to job announcements). We therefore ask that you complete all questions fully and accurately.													
<b>EDUCATION</b>													
Circle Highest Grade Completed:			Name & Location of High School										
6 7 8 9 10 11 12													
College/ University	City & State	From	To	Major & No. Of Units	Degree & Year								
Vocational/Technical Institute													
Please complete the following information if required for the position:													
Do you speak, read or write any foreign language(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No													
If yes, what language(s)? _____													
Professional or Technical Licenses _____				Date Received _____									
Certificates _____				Date Received _____									
Valid California Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No			Typing Speed _____										
<b>EQUAL EMPLOYMENT OPPORTUNITY</b>													
<p>Equal employment opportunity is an important City policy. It means that applicants and employees are considered only on the basis of their qualifications and potential regardless of race, color, creed, disability, national origin, sex, age or political affiliation or belief. In recognition of this responsibility to guarantee equal employment opportunity, the City has a program of affirmative action which aims at: removing any artificial barriers to the employment of women, minority and disadvantaged persons; improving the ratio of women, minority and disadvantaged employees at all levels of employment so that it approximates corresponding percentages in the labor market; and instituting a continuing program of training and promotion for employees. The City's Affirmative Action Program is aimed at guaranteeing that all people will work under equal opportunity conditions. For more information, contact the City of Ceres Personnel Office.</p>													
<b>CONDITIONS OF EMPLOYMENT</b>													
I understand and agree that:													
<ol style="list-style-type: none"> <li>1. Employment with the City of Ceres does not constitute a contractual relationship between the City and the employee</li> <li>2. The terms and conditions of employment with the City may change from time to time.</li> <li>3. The City reserves the right to reassign duties if necessary.</li> </ol>													
				Signature _____	Date _____								

**EXPERIENCE:** Please list all employment within the last ten years, beginning with your current or most recent employer. In addition, please indicate any experience that you feel is relevant to the position for which you are applying (e.g. volunteer experience, military experience, experience gained over ten years, etc.) Attach an additional sheet if extra space is needed.

From: _____ To: _____ Mo. Salary: _____ Hrs. Per Week: _____	Job Title: _____ Describe Your Duties: _____ _____ Reason For Leaving: _____ _____	Firm Name: _____ Address: _____ _____ Phone No.: _____ Supervisor's Name: _____
From: _____ To: _____ Mo. Salary: _____ Hrs. Per Week: _____	Job Title: _____ Describe Your Duties: _____ _____ Reason For Leaving: _____ _____	Firm Name: _____ Address: _____ _____ Phone No.: _____ Supervisor's Name: _____
From: _____ To: _____ Mo. Salary: _____ Hrs. Per Week: _____	Job Title: _____ Describe Your Duties: _____ _____ Reason For Leaving: _____ _____	Firm Name: _____ Address: _____ _____ Phone No.: _____ Supervisor's Name: _____
From: _____ To: _____ Mo. Salary: _____ Hrs. Per Week: _____	Job Title: _____ Describe Your Duties: _____ _____ Reason For Leaving: _____ _____	Firm Name: _____ Address: _____ _____ Phone No.: _____ Supervisor's Name: _____
From: _____ To: _____ Mo. Salary: _____ Hrs. Per Week: _____	Job Title: _____ Describe Your Duties: _____ _____ Reason For Leaving: _____ _____	Firm Name: _____ Address: _____ _____ Phone No.: _____ Supervisor's Name: _____

May we contact your present employer?  Yes  No

I certify that all statements on this form are true and complete to the best of my knowledge and belief. I understand that any falsification of the information on this form may, if I am employed, be considered grounds for immediate dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

PERSONNEL DATA SHEET

CITY OF CERES

Personnel Office

This section of the form remains in a separate section of the Personnel recruitment files. Information that is directly job related may be released to hiring departments in the City only after appointment is made.

Last Name	First Name	Middle Initial	Position Applied For
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Address	City & State	Zip Code
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Home Phone ( ) -	Business/Contact Phone ( ) -	Social Security Number - -	Other Names Used In Employment
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Name of Person to Contact in an Emergency	Address	City & State	Zip Code
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If you have need for special testing arrangements due to physical limitations, please indicate

Have you ever been convicted of an offense other than a minor traffic violation? Do not include convictions while a minor and/or convictions sealed by court order.

Yes No

If so, please state the nature of convictions, dates, city, state and disposition. A conviction is not an automatic bar to employment. The nature, recency, and disposition will be considered only as it relates to the job for which you are applying.

If Applicable to the Position:

Driver's License No. Class Date Expires

If you are not an American Citizen, do you have the legal right to remain in the United States?

Yes No

Alien Registration No. \_\_\_\_\_

Claims Veterans Preference: Yes  No

I certify that all statements on this application are true and complete to the best of my knowledge. I understand that any false statement or omission is cause for disqualification or dismissal. I understand that reference checks may be made regarding my past employment and I authorize the City to make such inquiries. At the time of hire, City employees must meet the documentation requirements of the Immigration Reform Act of 1986.

Signature of Applicant

Date

In order to comply with Federal regulations in the area of Equal Employment, employers must have data available on the applicant flow patterns (41 CFR-60-2.12). For this reason, we would appreciate your voluntary cooperation in providing the following information.

This information will be used for statistical purposes only.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Male                           | <input type="checkbox"/> Black                      | <input type="checkbox"/> Asian, Pacific Islander         |
| <input type="checkbox"/> Female                         | <input type="checkbox"/> Spanish-Surnamed, Hispanic | <input type="checkbox"/> American Indian, Alaskan Native |
| <input type="checkbox"/> Disabled                       | <input type="checkbox"/> White, Caucasian           | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> Between 40 and 64 Years of Age |   |  |

So that we may improve our recruitment efforts, we ask you to check and fill in the appropriate data below.

How did you hear about this opening?

- Advertisement (Name of Publication): \_\_\_\_\_
- Bulletin Location Where Posted: \_\_\_\_\_
- City Job Line.
- Internet.
- City Employee.
- Other. \_\_\_\_\_

**FOR PERSONNEL USE ONLY**

	Test Scores	Date		Date	Initial
Written	_____	_____	Accepted	_____	_____
Performance	_____	_____	Rejected	_____	_____
	_____	_____	<input type="checkbox"/> Education	_____	_____
Oral	_____	_____	<input type="checkbox"/> Experience	_____	_____
Medical		_____	<input type="checkbox"/> Other	_____	_____
Date Eligible		_____		_____	_____