



City of Rancho Cucamonga

Affirmative Action/Equal Opportunity Employer

Application for Employment

FOR PERSONNEL USE ONLY

Meets Minimum Requirements
 Continue in Process
 Does Not Continue in Process
 Does Not Meet Min. Requirements
 Reviewed by: _____ Date: _____
 Notes: _____

Position Applied For:

Instructions

Completion of an application is part of the examination process for all jobs. A separate and complete application must be filled out for each position for which you are applying. All requested information must be furnished on the application itself. Resumes or attachments may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. Failure to do so may disqualify you from being considered for the position. You must meet all entrance requirements, including possession of certificates or licenses required for eligibility at the time of application. Any exceptions are stated in the job bulletin.

Applications received after the final filing date will not be accepted.

<p>1. Name: Last First Middle</p> <hr/> <p>Social Security Number (Optional)</p> <hr/> <p>2. Address: Number Street Apt. #</p> <hr/> <p>3. City State Zip</p> <hr/> <p>4. Home Telephone 5. Work Telephone</p> <hr/> <p>6. Cellular Phone 7. Email Address</p> <hr/> <p>8. Do you have any physical condition or handicap which may limit your ability to perform the job applied for? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes" please explain in item No. 13 and also state what can be done to accommodate your limitation.</p> <hr/> <p>9. Have you ever been convicted of a felony or misdemeanor, including convictions which have been expunged by the court? Yes <input type="checkbox"/> No <input type="checkbox"/>. If "yes" state the nature of each offense, the date of conviction and the disposition in item No.13. A conviction will not necessarily disqualify an applicant for the position applied for.</p>	<p>10. Are you 18 years or older? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>11. Relatives: Are you related by blood or marriage to any employee or official of this City? Yes <input type="checkbox"/> No <input type="checkbox"/> Name/title of relative _____ Relationship: _____</p> <p>12. Have you ever been employed by the City of Rancho Cucamonga? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>13. (See #8 & #9) _____</p> <p>14. Are you currently or have you ever been a member of CALPERS? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>15. Are you currently receiving a retirement or pension from CALPERS or any other public agency? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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16. EDUCATION: Check highest grade completed: 8 9 10 11 12 13 14 15 16 17 18 18+

17. High School Name and Location	18. Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	19. If not, have you passed a GED test? Yes <input type="checkbox"/> No <input type="checkbox"/> Where? _____		
20. College(s) Attended Name and Location	Number Yrs. Attended	Units	Major	Degree

21. Other courses and training

Name and Location of Institution

22. Applicable professional license or certificate

23. Specialized skills: Typing Speed _____ wpm

Other skills

Office Machines

24. Do you possess a valid California Drivers license? Yes No
License No. _____

25. Type of vehicle licensed to operate
Class A Class B
Class C

26. Number of collisions in last 5 years? _____
Number of moving violations convictions in last 5 years? _____

27. Military: Have you ever served in the United States Armed Forces?

Yes No

Branch of Service _____

Rank at Separation _____ Specialty _____

28. Were you ever discharged or forced to resign from any position?

Yes No

If yes, Explain: _____

29. Do you possess or can you provide a work authorization permit, if necessary?

Yes No

30. Inquiry may be made of your former employers or the last school you attended regarding your performance record. May we contact your present employer?
Yes No

31. Employment History: List your work for the last **10 years**. Begin with your most recent position. If jobs held prior to 10 years ago relate to the position applied for, list these also. Include self-employed and U.S. Military service. Describe the work you did as completely as possible. List each promotion separately. Explain any gaps between employment periods. If more space is needed, use a separate sheet **prepared in the same form** and attach securely. Include volunteer work if it applies to position for which you are filing.

Mo. Yr. To	Mo. Yr.	Employer (Business or Agency Name)	Title of Your Position	Number of Employees You Supervised
Hours Per Week:		Address City State	Name of Supervisor	Supervisor's Telephone Number
Salary:		Duties:		
Reason for Leaving:				

Mo. Yr. To	Mo. Yr.	Employer (Business or Agency Name)	Title of Your Position	Number of Employees You Supervised
Hours Per Week:	Address	City	State	Name of Supervisor
Salary:	Duties:			
Reason for Leaving:				

Mo. Yr. To	Mo. Yr.	Employer (Business or Agency Name)	Title of Your Position	Number of Employees You Supervised
Hours Per Week:	Address	City	State	Name of Supervisor
Salary:	Duties:			
Reason for Leaving:				

Mo. Yr. To	Mo. Yr.	Employer (Business or Agency Name)	Title of Your Position	Number of Employees You Supervised
Hours Per Week:	Address	City	State	Name of Supervisor
Salary:	Duties:			
Reason for Leaving:				

References: List three references (other than those shown on your employment history).

Name	Address	City	State	Zip	Telephone

32. Certification: I certify that all statements on this application are true and complete to the best of my knowledge. I hereby authorize the City of Rancho Cucamonga to investigate any information contained in this application. I understand false or incomplete statements shall be sufficient cause for disqualification or dismissal.

Date _____ Signature _____

**Applications are considered incomplete without a dated signature
Please complete the attached Applicant Tracking Form**

Return to: Personnel Department P.O. Box 807 Rancho Cucamonga, CA 91729 (909) 477-2700

APPLICANT STATISTICAL INFORMATION – VOLUNTARY

To further its commitment to Equal Employment Opportunity, the City of Rancho Cucamonga requests that applicants voluntarily provide the following information. This information will be detached from the application and will be utilized for research purposes only and will not be used in any way as part of the testing or selection process. Your cooperation is essential to the success of this program. All information is confidential.

POSITION APPLIED FOR:	NAME:
SEX: <input type="radio"/> Male <input type="radio"/> Female	AGE: <input type="radio"/> Under 40 <input type="radio"/> 40 or over
<p>Ethnicity: (check one)</p> <p>A. <input type="radio"/> White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>B. <input type="radio"/> Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.</p> <p>C. <input type="radio"/> Hispanic: All persons of Mexican, Puerto Rico, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p>D. <input type="radio"/> 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.</p> <p>E. <input type="radio"/> 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.</p>	<p>How did you hear about this vacancy? (check one and complete)</p> <p>1. <input type="radio"/> City website: www.cityofrc.us</p> <p>2. <input type="radio"/> Inland Valley Daily Bulletin</p> <p>3. <input type="radio"/> Orange County Register</p> <p>4. <input type="radio"/> Riverside Press Telegram</p> <p>5. <input type="radio"/> Jobs Available</p> <p>6. <input type="radio"/> CalOpps.org</p> <p>7. <input type="radio"/> City Employee</p> <p style="margin-left: 20px;">Referred by: _____</p> <p style="margin-left: 20px;">Position held: _____</p> <p>8. <input type="radio"/> Visit to Rancho Cucamonga City Hall</p> <p>9. <input type="radio"/> Job Information Line</p> <p>10. <input type="radio"/> Friend</p> <p>11. <input type="radio"/> Other: _____</p>

AMERICANS WITH DISABILITIES ACT (ADA)

Applicants with a disability who require special testing accommodations should contact the Personnel Department at (909) 477-2700.