



HUMAN RESOURCES OFFICE
 200 CIVIC CENTER DRIVE
 VISTA, CA 92084 (760) 726-1340

EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY - AFFIRMATIVE ACTION - DISABILITY EMPLOYER

POSITION APPLIED FOR: _____
EXAM #: _____

LAST NAME	FIRST NAME	M. I.	HOME PHONE	ALTERNATE PHONE
STREET ADDRESS		CITY	STATE	ZIP

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this recruitment, contact the Personnel Office at (760) 726-1340 or through the California Relay Service. Large print copies of all job announcements are available upon request. Notification in advance will enable the City to make reasonable arrangements to accommodate your needs.

1. Are you over 18? Yes No
2. Please list the types of appointment(s) you will accept:
 Full-time Regular Part-time Regular Full-time Temporary Part-time Temporary
3. May we contact your current and/or previous employers? Yes No; If no, explain under the Remarks Section of this application.
4. What is your minimum acceptable monthly salary? _____
5. Have you ever been employed by the City of Vista? Yes No; If yes, explain under the Remarks Section.
6. Are any of your relatives employed by the City of Vista? Yes No; If yes, explain under the Remarks Section.
7. Have you ever been discharged or asked to resign? Yes No; If yes, explain under the Remarks Section.
8. Have you ever been convicted of a felony or misdemeanor? Yes No; If yes, on a separate sheet of paper, give the following information for each offense: (a) date, (b) charge, (c) place, (d) court and (e) action taken. You may omit any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law or listed in Labor Code Section 432.8. (A conviction will not necessarily disqualify you from employment.)
9. Do you have a valid Driver's license? Yes No
 License Number: _____ State: _____ Expiration Date: _____ Class: _____
10. Are you able to perform the duties of the position applied for without an accommodation? Yes No; If accommodation is needed, explain under the Remarks Section, how you would perform the tasks and with what accommodation.

Prior to employment, applicants will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States.

EDUCATION AND TRAINING

Highest grade completed in High School:	Did you receive a High School diploma?	Yes	No	G.E.D.	College:
Name and Address of Schools	Did you Graduate?	Degree	Major Subjects	Units Completed (If No Degree)	
High School:					
College/University:					
Other Schools:					

Adult education, special training, certificates and/or licenses which directly relate to position applied for: _____

AGREEMENT: READ CAREFULLY BEFORE SIGNING

I certify that all statements made in this Application are true and complete, and I authorize investigation of all matters herein contained. I agree and understand that any misrepresentation or commission of a material fact may be justification for rejection of my Application, refusal of employment, removal of my name from an Eligibility List, and/or dismissal from employment with the City of Vista. I agree to undergo a physical examination by a City Physician and fully understand that employment is contingent upon meeting the City's physical requirements. I further agree to be fingerprinted and to furnish proof of age and citizenship as may be directed. I also authorize the employers, schools and persons named above to provide any additional information regarding my qualifications and character.

SIGNATURE _____ DATE _____

DO NOT INDICATE "SEE RESUME"

EXPERIENCE

List all positions you have held in the last 10 years. Account for volunteer, part-time, military, summer positions, and periods of unemployment, etc. **IT IS CRITICAL THAT YOU PROVIDE COMPLETE INFORMATION.** List each change of title or promotion separately. Resumes may be attached but **WILL NOT** be acceptable in lieu of **COMPLETE ANSWERS.** Check the Job Announcement for details on the qualifications the City is seeking. Start with your present or most recent position and work backwards. Attach additional sheets as necessary.

CURRENT OR MOST RECENT EXPERIENCE

From _____ To _____ Job Title: _____ No. Employees Supervised _____
Employer Name & Address: _____ Duties: _____

Type of Business: _____

Supervisor Name & Title: _____

Telephone: _____ Reason for Leaving: _____
Highest Monthly Salary: _____ Hours/Wk: _____

From _____ To _____ Job Title: _____ No. Employees Supervised _____
Employer Name & Address: _____ Duties: _____

Type of Business: _____

Supervisor Name & Title: _____

Telephone: _____ Reason for Leaving: _____
Highest Monthly Salary: _____ Hours/Wk: _____

From _____ To _____ Job Title: _____ No. Employees Supervised _____
Employer Name & Address: _____ Duties: _____

Type of Business: _____

Supervisor Name & Title: _____

Telephone: _____ Reason for Leaving: _____
Highest Monthly Salary: _____ Hours/Wk: _____

From _____ To _____ Job Title: _____ No. Employees Supervised _____
Employer Name & Address: _____ Duties: _____

Type of Business: _____

Supervisor Name & Title: _____

Telephone: _____ Reason for Leaving: _____
Highest Monthly Salary: _____ Hours/Wk: _____

REMARKS: IF MORE SPACE IS NEEDED, USE A SEPARATE SHEET

APPLICANT TRACKING FORM

To further its commitment to Equal Employment Opportunity, the City of Vista requests that applicants voluntarily provide the following information. This information is OPTIONAL and will be detached from the application and will be utilized for research purposes only. Your cooperation is essential to the success of this program. All information is confidential.

NAME TITLE OF POSITION DATE

ETHNIC ORIGIN - PLEASE CHECK ONLY ONE:

- 1. White: Caucasian, Anglo-Saxon.
2. Black: African, Jamaican, Trinidadian, West Indian.
3. Hispanic: Mexican, Chicano, Latin American, Puerto Rican, Cuban and persons from Central or South America or other Spanish cultures.
4. Asian: Chinese, Japanese, Korean, Pacific Islander, Thai, and Polynesian.
5. American Indian: Aleut, Eskimo and persons who identify themselves or are known as such by virtue of tribal association.
6. Filipino.
7. Other (Please specify): _____

AGE _____ MALE FEMALE

How did you first learn of this employment opportunity? (Check only one)

Newspapers: North County Times Vista Sun L.A. Times San Diego Union Tribune
Listings: Jobs Available Western City Other _____
Media: Radio Television: Which Station? _____
Other: Friend City Employee Interest Card Job Line
Saw Announcement Posted: Where Posted? _____
Referral by: Education Institution Community-Based Agency: Which Agency? _____

If you first learned of this opportunity in another way, please explain: