

City of Pleasanton
“Birthplace of the Cowboy”

A faint, light-colored image of a cowboy statue is centered in the background. The statue is a full-length figure of a man wearing a wide-brimmed cowboy hat, a long-sleeved shirt with a necktie, and wide-legged trousers. He is standing with his hands at his sides.

Employment Application

Please complete and submit to Human Resource Office

This intitution is an equal opportunity provider

Revised December 2012

City of Pleasanton

"Birthplace of the Cowboy"

Application for Employment

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE. INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED
APPLICANTS WILL BE TESTED FOR ILLEGAL DRUGS

DATE _____ POSITION APPLYING FOR _____

Name _____
last First Middle Maiden

Present address _____
Street City State Zip

How long have you lived at this address? _____

Telephone () _____ - _____

Are you between the ages of 18 and 70 years of age? _____ if no, state your age _____

PLEASE CHECK ONE OR MORE

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race: ☐ White ☐ Black or African American ☐ American Indian/Alaska native
☐ Asian ☐ Native Hawaiian or other Pacific Islander

Gender: ☐ Male ☐ Female

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE	YEAR GRADUATED
High School					
College					
Bus. or Trade School					

APPLICATION FOR EMPLOYMENT

HAVE YOU EVER BEEN CONVICTED OF A CRIME? __ Yes __ No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? __ Yes __ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? __ Yes __ No

Specialty _____ Date Entered _____ Discharge Date _____

DO YOU HAVE A DRIVER'S LICENSE? __ Yes __ No Date of Birth ____ / ____ / ____

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____

Operator ____ Commercial (CDL) ____ Chauffeur ____ Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

OFFICE ONLY

Typing Yes ____ No ____ If yes, how many WPM? _____

10-key Yes ____ No ____

Office Word Yes ____ No ____ Office Excel Yes ____ No ____

Other Skills _____

Please list two references other than relatives or previous employers.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Address _____ Address _____

Telephone () _____ - _____ Telephone () _____ - _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of Employer	Dates	Salary	Name of Supervisor
	From _____	Start _____	
	To _____	Final _____	
Address	City	State	zip
Your last job title:			
Reason For leaving:			
List work performed and job duties ,advancements or promotions, Certifications and/or licenses			

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APPLICATION FOR EMPLOYMENT

May we contact your present employer? ☐ Yes ☐ No

Did you complete this application yourself ☐ Yes ☐ No

If not, who did? _____

Are you related to anyone employed by the City or any member of the governing body? ☐ Yes ☐ No

If so, explain the nature. _____

Person to be notified in case of an emergency _____

Telephone () _____ - _____ Relationship _____

“ In accordance to Federal law and the US Department of Agriculture’s policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (not all prohibited basis apply to all programs.)

To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW., Washington DC 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

I authorize the City of Pleasanton to perform a driving history background check, as well as a criminal history background including employment records (attendance, performance, ECT.) Polygraph examination results, criminal records, educational records, financial records and Military records (ex. Disciplinary actions)

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that any false or misleading information given in my application or interviews(s) may result in discharge. Also, I understand that I am required to abide by all employee regulations and policies of the City. If hired by the City, I understand that my employment is on an “at will” basis.

Signature of applicant

Date