



APPLICATION FOR EMPLOYMENT

CITY OF SELMA

1710 Tucker Street
 Selma, CA 93662
 (559) 891-2200

DATE RECEIVED

INSTRUCTIONS:

Applications are screened for position, qualifications and requirements. (Refer to job announcement) We therefore ask that you complete all questions fully and accurately.

1. Print in ink or type.
2. Late or incomplete applications will be rejected.
3. Avoid any reference to race, religion, national origin, sex, disability, marital status, or sexual orientation.

1. Position Applying For: _____

2. Name:

LAST NAME	FIRST NAME	MIDDLE NAME
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3. Address:

NO.	STREET	APT. NO.	CITY	STATE	ZIP
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4. Phone:

AREA CODE	HOME	BUSINESS	CELL/MESSAGE/EMERGENCY	Social Security No. (OPTIONAL)
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5. Have you previously been employed by the City of Selma? Yes No

6. Are you related to anyone employed by the City of Selma? Yes No
 (excluding spouse) If yes, give name, relationship and position held.

NAME	RELATIONSHIP	POSITION HELD
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7. Have you ever been convicted of any offense by any civilian or military court? If yes, note in Section 14 the date and place of each offense, the specific charge, the date and place of conviction and the time or sentence received. You may omit any misdemeanor which is over 5 years old.

(A criminal record is not necessarily a bar to employment. Each case is given individual consideration, based on job relatedness.)

Yes No

8. Have you ever been discharged, forced to resign, or rejected during a probationary period from any employment within the last ten years? If yes, give name and address of employer, reason for release, and dates of employment.

(A yes answer is not necessarily a bar to employment. Each case is given individual consideration, based on job relatedness.)

Yes No

9. Are you fluent in any languages other than English? If yes, please specify.

10. Education: (check appropriate box if you possess one of the following)

- High School Diploma G.E.D. Certificate CA High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: _____

Names of Colleges /Universities Attended	Course of Study/Major	Degree Awarded	Type of Degree	If No Degree, Units Completed
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Other Schools/Training completed	Course Studied		Hours Completed	Certificate Awarded

11. List licenses, certificates and/or registrations required or applicable for this position (Driver's License, POST Certificate, Professional Registration, etc.)

TITLE	DATE ISSUED	DATE EXPIRES	NUMBER	STATE OF ISSUE

12. List your job skills required for this position. Other _____
 Typing – Words Per Minute _____

13. THE FOLLOWING SECTION MUST BE FILLED OUT COMPLETELY. You may submit a resume or other supporting documentation, in addition to completed application. Begin with present or most recent employment and account for ALL time during the past 10 years. Use additional sheets if necessary. Voluntary, non-paid experience will be accepted if job related.

A. DATES	EMPLOYER'S NAME & ADDRESS	TITLE
From _____ To _____ Total _____ Yrs. Mos. _____ Full Time _____ Part Time _____	_____ _____ Salary per month _____ Hr. Salary \$ _____ <input type="checkbox"/> Volunteer Hrs. per week _____	Duties performed _____ _____ Reason for leaving _____ _____
B. DATES	EMPLOYER'S NAME & ADDRESS	TITLE
From _____ To _____ Total _____ Yrs. Mos. _____ Full Time _____ Part Time _____	_____ _____ Salary per month _____ Hr. Salary \$ _____ <input type="checkbox"/> Volunteer Hrs. per week _____	Duties performed _____ _____ Reason for leaving _____ _____
C. DATES	EMPLOYER'S NAME & ADDRESS	TITLE
From _____ To _____ Total _____ Yrs. Mos. _____ Full Time _____ Part Time _____	_____ _____ Salary per month _____ Hr. Salary \$ _____ <input type="checkbox"/> Volunteer Hrs. per week _____	Duties performed _____ _____ Reason for leaving _____ _____
D. DATES	EMPLOYER'S NAME & ADDRESS	TITLE
From _____ To _____ Total _____ Yrs. Mos. _____ Full Time _____ Part Time _____	_____ _____ Salary per month _____ Hr. Salary \$ _____ <input type="checkbox"/> Volunteer Hrs. per week _____	Duties performed _____ _____ Reason for leaving _____ _____
E. DATES	EMPLOYER'S NAME & ADDRESS	TITLE
From _____ To _____ Total _____ Yrs. Mos. _____ Full Time _____ Part Time _____	_____ _____ Salary per month _____ Hr. Salary \$ _____ <input type="checkbox"/> Volunteer Hrs. per week _____	Duties performed _____ _____ Reason for leaving _____ _____

14. REMARKS _____

15. May we contact your present and past employers as to your qualifications, training, experience, etc?
Please Do Please Don't Don't Mind Exceptions _____

16. (A) State additional experience not already covered and other comments about your career objectives or abilities which may pertain to the position desired. _____

(B) Reasons for seeking employment with the City of Selma _____

The City seeks to comply with the Americans with Disabilities Act. If you have any disability which would require reasonable accommodation in the application process or in the workplace, please notify the Human Resources Department at your earliest convenience.

I hereby certify that all statements on this application or any supplement thereto, are true and complete to the best of my knowledge. If employed, I understand that any falsification of this record may be considered cause for disqualification or termination from employment. I hereby authorize the City of Selma to investigate my ability, employment record, or character with any source noted in this application or resume unless specified. I hereby release said sources from any liability for any damages whatsoever for issuing this information. All employees will be required to submit copies of educational diplomas and military discharges when applicable. I am aware that any offer of employment is conditional upon my ability to meet the established requirements of the job including but not limited to, a pre-employment physical that may include a drug-screen and fingerprint check. I understand that acceptance of an offer of employment does not create a contractual obligation upon the City of Selma to employ me in the future. Proof of U.S. Citizenship, alien registration or authorization to work in the United States will be required at the time of appointment.

Applicant's Signature _____ Date _____

AN EQUAL OPPORTUNITY EMPLOYER