



CITY OF ANAHEIM – HUMAN RESOURCES

200 S. Anaheim Blvd.
Anaheim, California 92805
Telephone 714.765.5111 – FAX 714.765.5211
www.anaheim.net

FOR OFFICE USE ONLY

(Exact Title of Position)

Application For: _____

Instructions: Fill out both pages of this form completely, either *TYPING* or *PRINTING IN INK*. You must sign the form on the second page. This application and any attachments become the property of the City of Anaheim. **DO NOT INDICATE "SEE RESUME" OR SEE ATTACHMENT"**. **ONLY AN APPLICATION WITH ALL AREAS COMPLETED WILL BE PROCESSED FOR CONSIDERATION.**

NAME: _____ (Last) _____ (First) _____ (Middle)

ADDRESS: _____ (Number) _____ (Street) _____ (Apt. #) _____ (City) _____ (State) _____ (Zip)

TELEPHONE: HOME (_____) _____ BUSINESS (_____) _____
Area Area

EXPERIENCE: List your last four jobs beginning with the most recent. Include all experience (paid or volunteer) which specifically relates to the position for which you are applying. Candidates are encouraged to submit additional information to assist in evaluation of qualifications.

FROM:	JOB TITLE:	EMPLOYED BY:
TO:	YOUR DUTIES:	ADDRESS: (Number Street City State)
TOTAL TIME (Years)		REASON FOR LEAVING:
HRS PER WK		MAY WE CONTACT YOUR PRESENT EMPLOYER YES _ NO _
MONTHLY SALARY \$		Supervisors Name
FROM:	JOB TITLE:	EMPLOYED BY:
TO:	YOUR DUTIES:	ADDRESS: (Number Street City State)
TOTAL TIME (Years)		REASON FOR LEAVING:
HRS PER WK		Supervisors Name
MONTHLY SALARY \$		Telephone Number
FROM:	JOB TITLE:	EMPLOYED BY:
TO:	YOUR DUTIES:	ADDRESS: (Number Street City State)
TOTAL TIME (Years)		REASON FOR LEAVING:
HRS PER WK		Supervisors Name
MONTHLY SALARY \$		Telephone Number
FROM:	JOB TITLE:	EMPLOYED BY:
TO:	YOUR DUTIES:	ADDRESS: (Number Street City State)
TOTAL TIME (Years)		REASON FOR LEAVING:
HRS PER WK		Supervisors Name
MONTHLY SALARY \$		Telephone Number

EDUCATION:

LIST YOUR COLLEGE, BUSINESS, TRADE, CORRESPONDENCE, OR OTHER COURSES BELOW THAT ARE RELATED TO THE POSITION.

NAME OF SCHOOL	MAJOR SUBJECT OR COURSE OF STUDY	CREDITS/UNITS/HOURS	LIST DEGREE OR CERTIFICATE RECEIVED

WHAT LANGUAGES DO YOU SPEAK AND/OR WRITE FLUENTLY?

CAN YOU AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES ___ NO ___
SUCH PROOF IS REQUIRED AFTER EMPLOYMENT.

Complete this section ONLY for positions with specific license or registration requirements.

LICENSE	STATE	NUMBER	EXPIRATION DATE

If a valid California Driver's License is required, answer the following question.. HAVE YOU EVER BEEN CITED AND CONVICTED OF ANY VEHICLE CODE VIOLATION OTHER THAN A PARKING VIOLATION? YES ___ NO ___

COMPLETE THIS SECTION ONLY FOR POSITIONS WHICH HAVE SPECIFIC MINIMUM AGE REQUIREMENTS.	A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. HAVE YOU EVER BEEN CONVICTED OF A FELONY?
DATE OF BIRTH:	YES ___ NO ___

IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS, PLEASE EXPLAIN BELOW:

WERE YOU EVER EMPLOYED BY THE CITY OF ANAHEIM?	YES ___	NO ___
RELATIVES OF CERTAIN CITY OFFICIALS AND EMPLOYEES ARE PROHIBITED FROM WORKING FOR THE CITY GOVERNMENT. ARE ANY OF YOUR RELATIVES EMPLOYED BY THE CITY OF ANAHEIM? IF YES, LIST NAMES BELOW.	YES ___	NO ___
HAVE YOU EVER WORKED FOR A PUBLIC AGENCY IN CALIFORNIA? IF YES, PLEASE PUT THE NAME OF ALL AGENCIES BELOW	YES ___	NO ___
HAVE YOU EVER BEEN A MEMBER OF THE CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM?	YES ___	NO ___

CERTIFICATE OF APPLICANT: "I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I authorize the City of Anaheim to make investigations and inquires that are limited to the requirements for this position, of my employment, financial or medical history and other related matters, as they relate to the requirements of the position for which I am applying, in arriving at an employment decision. I hereby release employers, schools or persons from any liability in responding to inquiries in connection with my application. I understand that any false or misleading information given in my application or any step in the employment selection process will subject me to disqualification or dismissal. I understand also, that I am required to abide by all rules and regulations of the City of Anaheim."

Signature _____ Date _____

"The City of Anaheim is an Equal Opportunity Employer, which complies with Title VII of the Civil Rights Act as Amended and all applicable State and Federal laws prohibiting discrimination. Therefore it is the policy of the City of Anaheim to make employment decisions without regards to race, sex, color, religion, national origin or ancestry, age, marital status, or disability, except where such qualifications are Bona-Fide Occupational Qualifications."