



## APPLICATION FOR EMPLOYMENT

101 E Street, Waterford, CA  
95386 (209) 874-2328  
www.cityofwaterford.org

### Applicants please note:

Blue ink, black ink or typewritten only.

Applications that are incomplete, illegible or unsigned will be rejected without review.

A résumé may be attached but will not be accepted in place of a properly completed City of Waterford Application for Employment.

### POSITION APPLIED FOR:

NAME: \_\_\_\_\_  
(Last Name) (First Name) (MI)

OTHER NAMES USED: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Have you ever been discharged or forced to resign from a position? (If yes, please explain below) Yes No

Are you related to any employee of the City of Waterford? \* Yes No

*\*Relative is defined as a spouse, child, step-child, parent, step-parent, parent-in-law, legal guardian, brother, sister, brother-in-law, sister-in-law, step-sister, step-brother, aunt, uncle, niece, nephew, grandchild, grandparent, regardless of their place of residence; or any other individual related by blood or marriage.*

(If yes, provide the name of that person and your relationship below)

After employment, can you submit verification of your legal right to work in the United States? Yes No

### EDUCATION

COLLEGE, BUSINESS OR TRADE SCHOOL ATTENDED	MAJOR	DEGREE	NUMBER OF UNITS COMPLETED	
			SEMESTER	QUARTER

List Certificates/Licenses and Issue Date:

Membership in Professional or Technical Associations:

(Please exclude any organization that discriminates on the basis of race, color, religion, sex, marital status, national origin, veteran status, medical condition, or physical or mental disability.)

### HUMAN RESOURCES DEPARTMENT ONLY

Reviewed by \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Application Accepted  
☐ Application Rejected

Reason(s) for Rejection  
☐ Experience deficient and/or not competitive  
☐ Education deficient and/or not competitive  
☐ Incomplete Application  
☐ Late Application

## EMPLOYMENT HISTORY

Show your present job first, then list all other jobs in order, working down from the most recent. Use a separate block for each job title held, even if held within the same organization. Show experience for the past 10 years and also earlier experience which may pertain to the position for which you are applying. Use additional sheets if necessary. RÉSUMÉS WILL NOT BE ACCEPTED IN LIEU OF THE REQUIREMENTS OF THIS SECTION. However, a résumé may be attached.

EMPLOYER'S NAME:		START DATE:		FINAL DATE:	
TITLE OF YOUR POSITION:		TELEPHONE NUMBER:		SUPERVISOR:	
ADDRESS OF EMPLOYER:				REASON FOR LEAVING:	
HOURS PER WEEK:		FINAL SALARY:		MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE YOUR DUTIES:					

EMPLOYER'S NAME:		START DATE:		FINAL DATE:	
TITLE OF YOUR POSITION:		TELEPHONE NUMBER:		SUPERVISOR:	
ADDRESS OF EMPLOYER:				REASON FOR LEAVING:	
HOURS PER WEEK:		FINAL SALARY:		MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE YOUR DUTIES:					

EMPLOYER'S NAME:		START DATE:		FINAL DATE:	
TITLE OF YOUR POSITION:		TELEPHONE NUMBER:		SUPERVISOR:	
ADDRESS OF EMPLOYER:				REASON FOR LEAVING:	
HOURS PER WEEK:		FINAL SALARY:		MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE YOUR DUTIES:					

### Read Carefully Before Signing

Certificate of Applicant: I hereby certify that all statements made on or in connection with this application are true. I understand and agree that any misstatements or omission of material facts may cause forfeiture of my eligibility by the City of Waterford. by signing this application I authorize the City to complete any background check necessary for employment. I understand that this application is not intended to be a contract of employment.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_