TO ALL APPLICANTS

PLEASE READ CAREFULLY BEFORE FILLING OUT APPLICATION MATERIALS

The application form is one of the most important screening and selection tools used by this office. It is used at all points of the hiring process and is your way of showing that you qualify for the position and should receive further consideration. An application which is incomplete and/or carelessly or incorrectly filled out may reduce your chances of being included in the testing process. **Consider the application as a sample of your work!**

- 1. Applications downloaded from the website or received through e-mail may be completed and submitted either electronically or in a hard-copy format. If submitting electronically, save your completed application to a file in your computer. After you have saved your completed application e-mail it to humanresources@ci.fullerton.ca.us (unless otherwise stated on the job flyer). Applications completed electronically must comply with the following instructions:
 - A. **DO NOT UNLOCK** the document.
 - B. Use the tab key to navigate through the form.
 - C. Use the space bar to choose the appropriate boxes.
 - D. If the information you are entering does not fit, abbreviate or use a separate sheet of paper.

 Tip: When you open this document, save it with another name to preserve this file. If you need additional pages from the original application, they will be available to you by referring to your e-mail attachment or our website.
- 2. **Applications are accepted** only for current City of Fullerton vacancies. Be sure to indicate the position for which you are applying.
- 3. An application form and an Equal Employment Opportunity Statistical Information form must be completed for each position. A Supplemental Questionnaire, if included, must also be completed.
- 4. If submitting a hard-copy application, neatly print using ink or type the application materials. Applications which are illegible may be disqualified during the screening process.
- 5. All items on the application form which require an answer must be completed. Do not leave any space blank. It is important to provide thorough and detailed information about all former employment for the last 10 years (particularly positions similar to the position for which you are applying). A resume may not be substituted for the Work Experience section or in lieu of the supplemental questionnaire. It may be attached to the application to provide additional job-related information.
- 6. Always list a phone number where you can be contacted between 8:00 am and 5:00 pm.
- 7. Check over your application materials very carefully for errors in spelling, punctuation and grammar. Be sure to sign and date the application and supplemental questionnaire. Applications submitted online will require an original signature during the first phase of the testing process.
- 8. Make certain the completed application materials are returned to the Human Resources Department by the closing date and time noted on the Employment Opportunity Bulletin. Applications arriving in the Human Resources Department after the closing date and time <u>will not</u> be accepted. <u>POSTMARKS WILL NOT BE ACCEPTED</u>.
- 9. You will be notified by e-mail after the closing date as to whether or not you are being considered for the position for which you applied. If you do not include an e-mail address, notification will be sent to you via US mail. Please contact the Human Resources Department if you have not received notification by the application review deadline indicated on the job flyer.
- 10. Please report any change of street address or e-mail address to the Human Resources Department as soon as possible to be sure you receive all correspondence concerning the position for which you applied.
- 11. Questions concerning your application may be answered by calling (714) 738-6361, visiting our website at www.ci.fullerton.ca.us, e-mailing us at humanresources@ci.fullerton.ca.us or visiting the Human Resources Department, City Hall, 3rd Floor at 303 West Commonwealth Ave., Fullerton, CA 92832 (north-west corner of Highland and Commonwealth Avenues).

CITY OF FULLERTON APPLICATION FOR EMPLOYMENT

Position:				
application is legible. Answe	er all questions accurately and	completely. All statements in yo	cations for the job. Print using ink an our application are subject to verificatio licant" in Section 6 carefully before signi	n and incorrect or
1. PERSONAL DATA	, , ,		,	
NAME (Last, First Middle)			Home Telephone	
Mailing Address (Number and	Street)		Contact Telephone	
(City, State & Zip)			() extension: E-mail Address	
		you possess one? YES NO		
State: 2. WORK EXPERIENCE	Number:	Class:	Expiration Date:	
	_ nistory less than 10 years?	Yes 🗌 No 🗌		
another sheet or u	se Section 5D if you nee	ed more space. List each	Start with your present/most previ- promotion as a separate job. I ed on page 2 of this application.	
•	rections for the last 10 years			
STARTING/ENDING DATE MO/YEAR -	\$ PER HR. WK. MO.	Supervisor's Name & Title:	ension:	
LION TITLES	☐ HR. ☐ WK. ☐ MO.	Phone: () exte	ension:	11:000/00/0
JOB TITLE?				Hrs/Week
DESCRIBE YOUR MAJOR D	UTIES:			
Reason for leaving/wanting to STARTING/ENDING DATE	ENDING SALARY	Name of previous employer:	May we contact this employer?	Yes No
MO/YEAR	\$ PER	Phone: () exte	ension:	
-	HR. WK. MO.	Supervisor's Name & Title: Phone: () exte	ension:	
JOB TITLE?		,		Hrs/Week
DESCRIBE YOUR MAJOR D	UTIES:			
Reason for leaving:			May we contact this employer?	Yes No No
STARTING/ENDING DATE MO/YEAR	ENDING SALARY	Name of previous employer: Phone: () exte	ension:	
-	\$PER ☐ HR. ☐ WK. ☐ MO.	Supervisor's Name & Title:		
JOB TITLE?	TIK. WK. WK.	Phone: () exte	ension:	Hrs/Week
DESCRIBE YOUR MAJOR D	LITIES:			1110/11001
DESCRIBE FOOR WIASOR D	OTILO.			
Peacon for leaving:			May we contact this employer?	Voc D No D

Attach another sheet or use Section 5D if more space is needed to include 10 years of employment history.

CIRCLE HIGHEST GRADE COMPLETED 1-7 , 8 , 9 , 10 , 11 , 12	NAME & L	OCATION OF HIGH SCHOO	DL	G	RADU	ATE	, HAV	E YOU	J	YES □ NO □
		-	0 111		ASSEI)] (
Schools attended after high school	Location	Course of Study	Credits Sem.						icate Re ipleted	eceived Type
			Seill.	QII.	None	IIII F	Togres	S COII	pleted	туре
Please describe additional course work or tra	aining (including milit	ary) which would qualify you	for this p	osition						
Please list certificates/licenses of professiona	al or vocational comp	petence you possess. Pleas	e include	certific	cate/lic	ense	e numl	oers if	applica	able.
Please describe any skills or knowledge you position.	ı have such as softv	ware programs, typing/keybo	arding or	mach	ine/eq	uipm	ent op	peratio	n that	relate to th
4. LEGAL HISTORY										
Have you ever been convicted of a crime (fe	ony or misdemeano	r) since your 18 th birthday?	Yes 🗌	No []					
If your answer is yes, give details in section s						ction	taken			
PLEASE NOTE: A conviction is not an autor be considered in terms of employment.	matic bar to employn	nent. What you were convict	ed of, how	w long	ago a	nd y	our co	nduct	since t	he offense
5. ADDITIONAL INFORMATION										
A. Have you ever been employed by the City	y of Fullerton? Yes	s 🗌 No 🗌								
If yes: Department/Position			[Dates						
B. Are you related to anyone currently empl	oyed by the City of F	Fullerton? Yes No								
If yes: Name and Department										
C. What languages other than English do yo										
D. Use this space to provide additional intraining, education or periods of unemplo	formation as require		lescribe i	n grea	iter de	etail	any as	spects	of you	ur experien
IF APPOINTED TO A CITY JOB, APPLICA UPON APPOINTMENT. APPOINTEES MA	Y BE FINGERPRINT	TED AND/OR MEDICALLY E	XAMINE							
MEDICAL EXAM MAY BE DISQUALIFYING 6. CERTIFICATE OF APPLICANT			·.							
I have read and understand all the inform			the rela	250.0	f infor	meti	on cor	ncerni	na my	qualificatio
character or prior employment record to the in this application are true and complete; the misstatements or omissions of material facemployment in this jurisdiction. A photocopy	City of Fullerton thro hat there are no m act may cause reje	ough inquiries to any sources isrepresentations, falsificatio ction of my application, dis	s, except ns, or on squalificat	as not nissior	ed in S	Secti nate	on 2. rial fa	I certi	fy that I am a	all stateme ware that a
SIGNATURE			DATE							
				N	onth		Day	<u>_</u>	Year	_
Office Head Oak										
Office Use Only:										
Accepted:										
Rejected for: educ	exp	late	oth	er					by	

	Please	return	this	form	with	vour	application
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Some recruitments require a supplemental questionnaire, THIS IS NOT A SUPPLEMENTAL QUESTIONNAIRE.

CITY OF FULLERTON

EQUAL EMPLOYMENT OPPORTUNITY - STATISTICAL INFORMATION

Dear Applicant:

Completion of this form is requested of all applicants participating in any City of Fullerton testing process. Submission of this form will have no effect upon the applicant's performance rating in any phase of the testing process. Results will be used solely for research purposes in gathering Equal Employment Opportunity statistics which are required by Federal and State laws and regulations prohibiting discrimination on the basis of race, color, religion, sex, national origin, age or disability.

Your cooperation in answering all the questions completely and accurately is appreciated. Please submit this form along with your completed application to the Human Resources Department by the final filing date. This sheet is detached from your application form upon receipt in the Human Resources Department. It will not become part of your employment folder nor individual file.

Note: Items 1 - 2 are required. Items 3 - 6 are voluntary.

1.	App	olicant's name									
		Last Name	First Name	Middle Name							
2.	What position are you applying for?										
3.	Wh	What city and state are you presently residing in?									
4.	Sex	k: 🗌 Male 🔲 Female)								
5.	Ethnic Background										
		White: All persons having	g origins in any of the original peoples of Euro	pe or the Middle East.							
		Black: All persons having	g origins in any of the Black racial groups of A	frica.							
		Hispanic: All persons of Morigin.	lexican, Puerto Rican, Cuban, Central or Sou	th America or other Spanish culture or							
		Asian or Pacific Islander:	All persons having origins in any of the origin Asia, the Indian Subcontinent or the Pacific I Korea, the Philippine Islands and Samoa.								
		American Indian or Alaska	an Native: All persons having origins in any o	f the original peoples of North America.							
6.	Hov	w did you learn about this va	acancy?								
		I am currently a City of Fu	llerton employee.								
		Newspaper or journalwh	ich one?								
		Interest card previously file	ed with City of Fullerton Human Resources D	epartment.							
		Personal visit to the Huma	n Resources Department.								
		Job Line/Telephone call to	the Human Resources Department.								
		Internet/Website - Cit Cit Ot	y of Fullerton Website her								
			d at								
		City of Fullerton employee	٠.								
	П	Other									