



## *Application for Employment*

### **Equal Opportunity Employer**

We consider applicants for all positions without regard to race, sex, religion, sexual orientation, national origin, ancestry, color, creed, age, marital status, disability or any other legally protected status.

<i>Personal Information</i>	
<i>Name:</i>	<i>Date:</i>
<i>Home Phone:</i>	<i>Business Phone:</i>
<i>Home Address:</i>	
<i>City, State, Zip:</i>	
<i>E-mail: (optional)</i>	

<i>Questionnaire</i>
<p>1. Are you 18 years of age or older?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>2. Can you, upon employment, submit verification of your legal right to work In the United States?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>3. Are you physically able to perform the essential functions of the position(s) you are applying for with or without an accommodation?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>4. Do you possess a valid Drivers License?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, list: State: _____ License #: _____ Class: _____ Exp. Date: _____</p> <p>5. Do you have any relatives employed by the City of Solvang?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, list name and relationship to you: _____</p>
<p><b>Position Applying For-Please be specific- (list of job descriptions and titles available in the lobby and on the website: <a href="http://www.cityofsolvang.com">www.cityofsolvang.com</a>)</b></p>
<p><i>Title:</i> _____ <i>Salary Desired:</i> _____</p> <p><i>Referred By:</i> _____ <i>Date Available:</i> _____</p>

<b>Education</b>		
<b>Highest Grade Completed</b>	<b>Name and location of high school(s) attended:</b> _____ _____ _____	<b>Did you Possess a Diploma?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Did you earn a GED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Business Technical School:</b>	<b>Field of Study/Major:</b>	<b>Graduate ?</b>
<b>Undergraduate College:</b>	<b>Field of Study/Major:</b>	
<b>Graduate School:</b>	<b>Field of Study/Major:</b>	

**Employment Experience:**

*Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names, which indicate race, color, religion, sex or national origin. Resume is not a substitute for this section.*

<b>Employer:</b>	<b>Dates Employed:</b>
<b>Address:</b>	<b>Telephone:</b>
<b>Job Title:</b>	<b>Reason for Leaving:</b>
<b>Supervisor:</b>	
<b>Duties:</b>	

<b>Employer:</b>	<b>Dates Employed:</b>
<b>Address:</b>	<b>Telephone:</b>
<b>Job Title:</b>	<b>Reason for Leaving:</b>
<b>Supervisor:</b>	
<b>Duties:</b>	

**Employment Experience (Cont'd):**

<b>Employer:</b>	<b>Dates Employed:</b>
<b>Address:</b>	<b>Telephone:</b>
<b>Job Title:</b>	<b>Reason for Leaving:</b>
<b>Supervisor:</b>	
<b>Duties:</b>	

**Please list name, phone number, and relationship of three personal references that aren't related to you:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**List any equipment or machines you can operate that relate to the position you are applying for:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Summarize any computer skills you acquired from past employment and list programs in which you are proficient:**

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**Any additional information you feel may be helpful in considering your application:**

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## ***Applicant's Statement***

*I certify that 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, including but not limited to checking references and prior employment. I understand that this application is not intended to be a contract of employment.*

*In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the City of Solvang.*

\_\_\_\_\_  
***Signature of Applicant***

\_\_\_\_\_  
***Date***

## ***Conditions of Employment***

*I understand that before date of hire, I may be required to pass a physical examination and background investigation, which may include credit reports and **will** be required to:*

- *Submit proof of US Citizenship or legal right to remain and work*
- *In the United States*
- *Submit proof of age*
- *Be fingerprinted*
- *Submit to a drug and/or alcohol test*

\_\_\_\_\_  
***Signature of Applicant***

\_\_\_\_\_  
***Date***