



An Equal Opportunity
Affirmative Action
Employer

Application for Employment

<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>			
<i>1. Are you 18 years of age or older?</i>	<i>Yes</i>	<i>No</i>	
<i>2. Can you, upon employment, submit verification of your legal right to work In the United States?</i>	<i>Yes</i>	<i>No</i>	
<i>3. Have you ever been convicted of a felony or a misdemeanor? (a conviction will not necessarily disqualify you for a position)?</i>	<i>Yes</i>	<i>No</i>	
<i>If "YES", provide the information requested below for conviction. Be specific, give name and code number of offense.</i>			
<i>Offense/Violation</i>	<i>Date</i>	<i>City and State</i>	<i>Sentence</i>
<i>3a. Have you ever been convicted of a sealed or expunged crime?</i>	<i>Yes</i>	<i>No</i>	
<i>4. Are you physically able to perform the essential functions of the position(s) you are applying for with or without an accommodation?</i>	<i>Yes</i>	<i>No</i>	
<i>5. Do you possess a valid Drivers License?</i>	<i>Yes</i>	<i>No</i>	
<i>If yes, list: State: _____ License #: _____ Class: _____ Exp. Date: _____</i>			
<i>6. Do you have any relatives employed by the City of Solvang?</i>	<i>Yes</i>	<i>No</i>	
<i>If yes, list name and relationship to you: _____</i>			

Position Applying For-Please be specific- (list of job descriptions and titles available in the lobby and on the website: www.cityofsolvang.com)

Title: _____ **Salary Desired:** _____

Referred By: _____ **Date Available:** _____

Education		
Highest Grade Completed	Name and location of high school(s) attended: _____ _____ _____	Did you Possess a Diploma? Yes No Did you earn a GED? Yes No
Business Technical School:		Degree/Major:
_____		_____
Undergraduate College:		Degree/Major:
_____		_____
Graduate School:		Degree/Major:
_____		_____
_____		_____

Emergency Contact:

Name:	_____
Address:	_____
Daytime Phone:	_____
Evening Phone:	_____
Relationship:	_____

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.**

Employer:	Dates Employed:
_____	_____
Address:	Telephone:
_____	_____
Job Title:	Hourly Rate:
_____	_____
Supervisor:	Reason for Leaving:
_____	_____
Duties:	

Employment Experience (Cont'd):

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

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

Please list names and addresses 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:

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

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