



APPLICATION FOR EMPLOYMENT

An Equal Opportunity
Affirmative Action
Employer

Human Resources Department 2100 Thousand Oaks Blvd. Thousand Oaks, CA 91362-2903 (805) 449-2144

INSTRUCTIONS

Application must be submitted no later than 5:00 p.m. on the date the recruitment closes.

TITLE OF POSITION APPLIED FOR: _____

NAME:

First *M.I.* *Last*

ADDRESS:

Number *Street* *Apt.*

City *State* *ZIP*

| | | | |
|----------------|-------|--|--------------------------|
| Phone: | Cell | | DRIVER'S LICENSE |
| | Other | | |
| E-mail address | | | License number: _____ |
| | | | State: _____ Class _____ |

Are you over 18 years of age? ☐ Yes ☐ No
(Employment is subject to verification that you meet any legal age requirements for the job applied for.)

Eligible to work in U.S.? ☐ Yes ☐ No

EDUCATION AND TRAINING

| | | | | | | | | | |
|---|--|---|---------------------|----|----|--------------|-------|-------|-----------|
| Highest Year Completed: | 8 | 9 | 10 | 11 | 12 | Some College | AA/AS | BA/BS | Masters + |
| Did you graduate from High School or receive a GED? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | |
| High school attended: | | | Location of HS/GED: | | | | | | |

List your education/training related to the position including colleges, technical, military schools, etc.

| School Name | Location (City & State) | Degree/Certificate | Major |
|-------------|-------------------------|--------------------|-------|
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SPECIAL SKILLS

List special skills and currently valid licenses, certificates or registrations relevant to this position: (300 chars. max)

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Veteran Status: ☐ 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 understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.

SIGNATURE: _____ **DATE:** _____

Name (print)

WORK EXPERIENCE

List work experience and include any other pertinent experience. Failure to list work experience will be considered an incomplete application and subject to rejection. **A resumé will not substitute for the information required in this section.** Resumes may be included, but do not write "see resume" in lieu of completing the application.

NOTE: Work experience is based on 40 hours per week (pro-rated if less than 40 hours per week.)

(Please start with your current or most recent employer)

Name of Employer: _____
Address (Street, City, State, Zip): _____
Name and Title of Supervisor: _____
Dates of Employment (mm/yyyy) From: _____ To: _____
Describe Duties Performed: _____

Telephone Number: _____
Employees Supervised: _____
May we contact this employer: Yes No
Hours worked per week: _____
Reason for leaving: _____

Name of Employer: _____
Address (Street, City, State, Zip): _____
Name and Title of Supervisor: _____
Dates of Employment (mm/yyyy) From: _____ To: _____
Describe Duties Performed: _____

Telephone Number: _____
Employees Supervised: _____
May we contact this employer: Yes No
Hours worked per week: _____
Reason for leaving: _____

Name of Employer: _____
Address (Street, City, State, Zip): _____
Name and Title of Supervisor: _____
Dates of Employment (mm/yyyy) From: _____ To: _____
Describe Duties Performed: _____

Telephone Number: _____
Employees Supervised: _____
May we contact this employer: Yes No
Hours worked per week: _____
Reason for leaving: _____

Name of Employer: _____
Address (Street, City, State, Zip): _____
Name and Title of Supervisor: _____
Dates of Employment (mm/yyyy) From: _____ To: _____
Describe Duties Performed: _____

Telephone Number: _____
Employees Supervised: _____
May we contact this employer: Yes No
Hours worked per week: _____
Reason for leaving: _____

Use an additional sheet of paper if more space is necessary to provide additional work, volunteer, internship, etc. experience

Name (print)

PERSONAL INFORMATION

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service?

Yes No If yes, please explain in space provided below:

Are you related to anyone employed by the City of Thousand Oaks?

Yes No If yes, please provide name and relationship in space provided below:

Disabled applicants: The City of Thousand Oaks makes reasonable accommodation to the disabled. Individuals with disabilities needing accommodation in order to participate in the selection process must inform the staff of the Human Resources Department of the City of Thousand Oaks in writing no later than the final filing date as stated on the job announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodations needed to participate in the selection process and/or perform the duties of the job for which applied.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (VOLUNTARY)

APPLICANT: Please complete both parts of this form. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our Equal Opportunity policy and recruitment efforts.

Please indicate the racial/ethnic category which you most closely identify with below (please check only one category):

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above races.

Gender: Female Male

Where did you learn of this opening?

| CITY OF THOUSAND OAKS | INTERNET | | PUBLICATIONS |
|----------------------------|----------------------|--------------------|--------------------|
| City Website | CalOpps | LinkedIn | Western City |
| City Employee | City Website | A.P.A | Acorn |
| Human Resources Department | Western City | A.P.W.A | Other (list below) |
| Other (list below) | California City News | Other (list below) | |
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