



# 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.

OFFICIAL TITLE OF POSITION APPLIED FOR (*please print*)

## NAME

*First* *M.I.* *Last*

## ADDRESS:

*Number* *Street* *Apt.*

*City* *State* *ZIP*

Phone:

Cell

Other

E-mail address

## DRIVER'S LICENSE

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?	Yes 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

## 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):**

<input type="checkbox"/>	<b>White</b> (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/>	<b>Black or African American</b> (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/>	<b>Hispanic or Latino</b> - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
<input type="checkbox"/>	<b>Asian</b> (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.
<input type="checkbox"/>	<b>American Indian or Alaska Native</b> (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.
<input type="checkbox"/>	<b>Native Hawaiian or Other Pacific Islander</b> (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/>	<b>Two or More Races</b> (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	NEWSPAPERS	INTERNET	PUBLIC SECTOR PUBLICATIONS	SPECIALIZED PUBLICATIONS
<input type="checkbox"/> Human Resources Department	<input type="checkbox"/> Ventura County Star	<input type="checkbox"/> CalOpps	<input type="checkbox"/> Jobs Available	<input type="checkbox"/> The Recorder
<input type="checkbox"/> City Employee	<input type="checkbox"/> Los Angeles Times	<input type="checkbox"/> City Website	<input type="checkbox"/> Western City	<input type="checkbox"/> Daily Journal
<input type="checkbox"/> City Job Bulletin	<input type="checkbox"/> Acorn	<input type="checkbox"/> Western City	<input type="checkbox"/> Other (list below)	<input type="checkbox"/> A.P.A.
<input type="checkbox"/> City Website	<input type="checkbox"/> Other (list below)	<input type="checkbox"/> Other (list below)	<input type="checkbox"/>	<input type="checkbox"/> Other (list below)
<input type="checkbox"/> City Job Hotline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Direct Mailer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Job Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>