

CITY OF HERMOSA BEACH



APPLICATION FOR EMPLOYMENT

Mail Completed Application To: Personnel Department 1315 Valley Drive Hermosa Beach, CA 90254
Email Applications to: HR@hermosabeach.gov Phone: (310) 318-0200 Website: www.hermosabeach.gov

**READ JOB ANNOUNCEMENT BEFORE PROCEEDING
PLEASE TYPE OR PRINT**

| ACCEPT | REJECT | INITIALS AND DATE |
|-----------------------------------|--------|-------------------|
| FOR PERSONNEL DEPARTMENT USE ONLY | | |

1. POSITION TITLE _____

2. SOCIAL SECURITY NUMBER (Voluntary)

| | | |
|--|--|--|
| | | |
|--|--|--|

2A. YOUR E-MAIL ADDRESS

| |
|--|
| |
|--|

3. NAME _____

FIRST

MIDDLE

LAST

OTHER NAME(S) USED IN EMPLOYMENT: _____

4. Address _____

NUMBER

STREET

CITY

STATE

ZIP CODE

5. Telephone _____

PRIMARY PHONE

SECONDARY PHONE

Driver's License No. _____

Please list a number that does not have a call blocking feature attached

State

Exp. Date. _____

6. Do you speak any language other than English? Yes No

OTHER LANGUAGES: _____

7. How did you learn about this job opening? (You may check more than one box.)

City Employee

School

Union

Website _____

Bulletin Board

State Employment Office

Ad or News Story in _____

8. Can you, after employment, submit verification of your legal right to work in the United States? Yes No

9. If a License or Certificate is required for this position, list those which you possess and give dates of expiration.

License or Certificate _____

Date Issued _____

Date Expires _____

10. If the position for which you are applying has a minimum age requirement, please answer the following questions.

Are you at least eighteen (18) years of age? Yes No

Are you at least twenty-one (21) years of age? Yes No

11. Do you claim Veteran's credit in accordance with the laws of the City? Yes No

Date of active service in the armed forces of the United States. From _____ To _____

Branch _____

Serial No. _____

12. THIS SECTION TO BE COMPLETED BY APPLICANTS FOR POLICE AND RECREATION POSITIONS ONLY.

A full disclosure by you is to your advantage and your record does not constitute an automatic bar to employment. Factors such as age at the time of the offense and recency of the offense will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply.

Within the last five years, have you as a juvenile for corrective purposes ever been made a ward of the court or placed on probation? (Omit if records for the offense were judicially ordered sealed, expunged, or statutorily eradicated.)

YES NO

Have you as an adult ever been convicted, fined (excluding minor traffic offenses), placed on probation or given a suspended sentence in any court? (Omit if offense was a misdemeanor with (1) probation completely discharged; and (2) with case judicially dismissed.)

YES NO

List and discuss any convictions.

(Attach additional sheet if necessary)

13. Have you ever been fired or asked to resign? YES NO If yes, please explain (Attach additional sheet if necessary)

CERTIFICATE OF APPLICANT

14. I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge and belief, and I understand and agree that any misstatement or omission of material fact may cause forfeiture on my part of all rights to employment by this City.

Date _____ Signature _____

PLEASE COMPLETE OTHER SIDE

NAME

FIRST

MIDDLE

LAST

EDUCATION

| | | |
|---|---------------------------|--|
| 15. Name of Last Grade, Junior or Senior High School Attended | Location (City and State) | High School Diploma? Yes ___ No ___ |
|---|---------------------------|--|

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 GED Certificate? Yes ___ No ___

16. List Names and Locations of All Colleges and Universities Attended (Attach additional sheet if necessary)

| NAME OF COLLEGE OR UNIVERSITY | LOCATION | Majors and Minors | No. of Units Earned | Sem. or Qtr. | DEGREE OR CERTIFICATE RECEIVED |
|-------------------------------|-----------------|-------------------|---------------------|--------------|--------------------------------|
| | CITY STATE | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

17. LIST NAME AND LOCATIONS OF BUSINESS OR TRADE SCHOOLS ATTENDED (Include Any Related Courses or Training Received) (Attach additional sheet if necessary)

| NAME OF SCHOOL | LOCATION | TITLES OF COURSES COMPLETED | NO. OF UNITS EARNED | | | |
|----------------|-----------------|-----------------------------|---------------------|------|------------|--|
| | | | QTR. | SEM. | OTHER TYPE | |
| | CITY STATE | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

EXPERIENCE

18. List all jobs you have held in the last ten years beginning with your present or most recent job. Include earlier experience which may qualify you for the position. If you need more space you may attach additional sheets. This section **MUST BE COMPLETED**. Please do not submit a resume in lieu of completing this section. You may attach a resume to supplement the information.

| | | | | |
|--|---------------|--------------------|-------------|-------------------|
| PAYROLL TITLE. PRESENT JOB (For each title use a separate section) | FROM | TO | TOTAL YEARS | TOTAL MONTHS |
| | MO DAY YR | MO DAY YR | | |
| EMPLOYER | DUTIES | | | |
| EMPLOYER'S ADDRESS | | | | |
| CITY | STATE | REASON FOR LEAVING | | NUMBER SUPERVISED |
| PAYROLL TITLE. PRESENT JOB (For each title use a separate section) | FROM | TO | TOTAL YEARS | TOTAL MONTHS |
| | MO DAY YR | MO DAY YR | | |
| EMPLOYER | DUTIES | | | |
| EMPLOYER'S ADDRESS | | | | |
| CITY | STATE | REASON FOR LEAVING | | NUMBER SUPERVISED |
| PAYROLL TITLE. PRESENT JOB (For each title use a separate section) | FROM | TO | TOTAL YEARS | TOTAL MONTHS |
| | MO DAY YR | MO DAY YR | | |
| EMPLOYER | DUTIES | | | |
| EMPLOYER'S ADDRESS | | | | |
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| | MO DAY YR | MO DAY YR | | |
| EMPLOYER | DUTIES | | | |
| EMPLOYER'S ADDRESS | | | | |
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