

**CITY OF VISTA**  
 HUMAN RESOURCES OFFICE  
 600 EUCALYPTUS AVENUE  
 VISTA, CA 92084  
 (760) 726-1340

# EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY - AFFIRMATIVE ACTION - DISABILITY EMPLOYER

**POSITION APPLIED FOR:** \_\_\_\_\_  
**EXAM NO. :** \_\_\_\_\_

LAST NAME	FIRST NAME	M.I.	( ) AREA CODE	HOME PHONE	( ) AREA CODE	WORK PHONE
STREET ADDRESS			CITY	STATE	ZIP	

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this recruitment, contact the Human Resources Office at (760) 726-1340 or through the California Relay Service. Large print copies of all job announcements are available upon request. Notification in advance will enable the City to make reasonable arrangements to accommodate your needs.

1. Are you over 18?     Yes     No
2. Please list the types of appointment(s) you will accept:  
 Full-time Regular     Part-time Regular     Full-time Temporary     Part-time Temporary
3. May we contact your current and/or previous employers?  Yes  No If no, explain under the Remarks Section of this application.
4. What is your minimum acceptable monthly salary? \$ \_\_\_\_\_
5. Have you ever been employed by the City of Vista?     Yes  No If yes, explain under the Remarks Section.
6. Are any of your relatives employed by the City of Vista?     Yes  No If yes, explain under the Remarks Section.
7. Have you ever been discharged or asked to resign?     Yes  No If yes, explain under the Remarks Section.
8. Have you ever been convicted of a felony or misdemeanor?     Yes  No If yes, on a separate sheet of paper, give the following information for each offense: (a) date, (b) charge, (c) place, (d) court and (e) action taken. You may omit any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law or listed in Labor Code Section 432.8. (A conviction will not necessarily disqualify you from employment.)
9. Do you have a valid Driver's license?  Yes  No  
 License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Class \_\_\_\_\_
10. Are you able to perform the duties of the position applied for without an accommodation?  Yes  No If accommodation is needed, explain under the Remarks Section, how you would perform the tasks and with what accommodation.

Prior to employment, applicants will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States.

## EDUCATION AND TRAINING

Circle highest grade completed in High School: 9 10 11 12 Did you receive a High School diploma?  Yes  No  G.E.D. College: 1 2 3 4 5 6

Name and Address of Schools	Did you Graduate?	Degree	Major Subjects	Units Completed (If No Degree)
High School:				
College/University:				
Other Schools:				

Adult education, special training, certificates and/or licenses which directly relate to position applied for: \_\_\_\_\_

### AGREEMENT: READ CAREFULLY BEFORE SIGNING

I certify that all statements made in this Application are true and complete, and I authorize investigation of all matters herein contained. I agree and understand that any misrepresentation or commission of a material fact may be justification for rejection of my Application, refusal of employment, removal of my name from an Eligibility List, and/or dismissal from employment with the City of Vista. I agree to undergo a physical examination by a City Physician and fully understand that employment is contingent upon meeting the City's physical requirements. I further agree to be fingerprinted and to furnish proof of age and citizenship as may be directed. I also authorize the employers, schools and persons named above to provide any additional information regarding my qualifications and character.

SIGNATURE

DATE

**DO NOT INDICATE "SEE RESUME"**

**EXPERIENCE**

List all positions you have held in the last 10 years. Account for volunteer, part-time, military, summer positions, periods of unemployment, etc. **IT IS CRITICAL THAT YOU PROVIDE COMPLETE INFORMATION.** List each change of title or promotion separately. Resumes may be attached but **WILL NOT** be acceptable in lieu of **COMPLETE ANSWERS.** Check the Job Announcement for details on the qualifications the City is seeking. Start with your present or most recent position and work backwards. Attach additional sheets as necessary.

**CURRENT OR MOST RECENT EXPERIENCE**

From              To           Employer Name & Address:  _____ _____ _____ Type of Business: _____ Supervisor Name & Title: _____ _____ Telephone: (    ) _____	Job Title _____ No. of Employees Supervised _____ Duties _____ _____ _____ Reason for Leaving: _____ Highest Monthly Salary: _____ Hours/Wk: _____	
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From              To           Employer Name & Address:  _____ _____ _____ Type of Business: _____ Supervisor Name & Title: _____ _____ Telephone: (    ) _____	Job Title _____ No. of Employees Supervised _____ Duties _____ _____ _____ Reason for Leaving: _____ Highest Monthly Salary: _____ Hours/Wk: _____	
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**REMARKS: IF MORE SPACE IS NEEDED, USE A SEPARATE SHEET**

**APPLICANT TRACKING FORM**

To further its commitment to Equal Employment Opportunity, the City of Vista requests that applicants voluntarily provide the following information. This information will be detached from the application and will be utilized for research purposes only. Your cooperation is essential to the success of this program. All information is confidential.

NAME TITLE OF POSITION DATE

ETHNIC ORIGIN - PLEASE CHECK ONLY ONE:

- 1. \_\_\_ White: Caucasian, Anglo-Saxon.
2. \_\_\_ Black: African, Jamaican, Trinidadian, West Indian.
3. \_\_\_ Hispanic: Mexican, Chicano, Latin American, Puerto Rican, Cuban and persons from Central or South America or other Spanish cultures.
4. \_\_\_ Asian: Chinese, Japanese, Korean, Pacific Islander, Thai, and Polynesian.
5. \_\_\_ American Indian: Aleut, Eskimo and persons who identify themselves or are known as such by virtue of tribal association.
6. \_\_\_ Filipino.
7. \_\_\_ Other (Please specify): \_\_\_\_\_

AGE \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

How did you first learn of this employment opportunity?

- Newspapers and Listings: [ ] North County Times [ ] Vista Sun [ ] L.A. Times [ ] San Diego Union Tribune
[ ] Jobs Available [ ] Western City [ ] Other \_\_\_\_\_
Media: [ ] Radio [ ] Television Which Station? \_\_\_\_\_
Other: [ ] Friend [ ] City Employee [ ] Interest Card [ ] Job Line
[ ] Saw Announcement Posted Where Posted? \_\_\_\_\_
Referral by: [ ] Education Institution
[ ] Community-Based Agency Which Agency? \_\_\_\_\_

If you first learned of this opportunity in another way, please explain: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_