



APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

PERSONNEL DIVISION
701 LAUREL STREET
MENLO PARK, CA 94025

Phone: (650) 330-6670

FAX: (650) 327-5382

Website: www.menlopark.org

General Information

- 1. Answer all questions completely.
2. Print in ink or type.
3. Documents submitted will not be returned.

Form with four columns: Position for which you are applying; If hired, can you provide evidence that you are legally authorized to work in the U.S. without immigration sponsorship by the City of Menlo Park?; Salary Desired; Date Available.

1. Name: First Middle Last

2. Present Address: Number Street City State Zip Code

3. Home Phone: Business phone:

4. E-mail address:

5. Have you ever been a member of the Public Employees Retirement System (PERS) of the State of California? ? Yes No

6. Have you ever applied for a position with the City of Menlo Park? Yes No

If yes, when? 7. What position?

8. Have you ever been convicted of a felony? [Labor Code Section 432.7] Yes No

If yes, give circumstances:

(A conviction will not necessarily disqualify an applicant from employment.)

9. Have you ever used another name? Yes No If yes, indicate name(s):

10. Can you perform the essential functions of the position for which you are applying, either with or without reasonable accommodation? Yes No

11. Driver's license: Number Class Expiration Date State

12. Education: circle highest grade completed: 8 9 10 11 12 College 1 2 3 4 Grad Work? Yes No

If you did not graduate from High School, do you have a General Education Development (G.E.D.) equivalent? Yes No

Name and location of high school last attended:

Table with 5 columns: College, University, Trade School, etc. Name and Location; Years Completed; No. of Units Earned; Major; Degree.

13. Licenses, certificates, or other credentials (State, Professional, etc., which are required by this position):

Name of license/certificate, number: Expiration Date:

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EXPERIENCE

List all jobs in the last ten years that you feel are related to the job you are seeking. Be specific in describing these jobs. **Be sure to list each change in title or promotion separately.** If qualifying experiences are part-time, be sure to list the number of hours per week spent in doing the work. You may use additional sheets, if necessary. Begin with your present job. Please complete all sections.

<i>Dates</i>	<i>Employers' Name, Address, Phone Number</i>	<i>Title and Duties Performed</i>	<i>Reason for Leaving</i>
From _____ To _____ Total ____ Yrs ____ Mos Salary _____	Supervisor Name: _____		
From _____ To _____ Total ____ Yrs ____ Mos Salary _____	Supervisor Name: _____		
From _____ To _____ Total ____ Yrs ____ Mos Salary _____	Supervisor Name: _____		
From _____ To _____ Total ____ Yrs ____ Mos Salary _____	Supervisor Name: _____		
From _____ To _____ Total ____ Yrs ____ Mos Salary _____	Supervisor Name: _____		

15. Please give us the **names, business addresses and phone numbers** of individuals who have knowledge of your technical competence in the field for which you are applying, **and whom we may contact** for checking references and academic records:

_____ Area Code: _____

_____ Area Code: _____

_____ Area Code: _____

_____ Area Code: _____

16. How were you referred? (Name of website, friend, newspaper, etc.) _____

17. **CERTIFICATE OF APPLICANT:** I hereby certify that all statements made in this application and accompanying materials are true and I agree and understand that any misstatement or omission of material fact will disqualify me from potential employment with the City of Menlo Park. I authorize the release of information necessary to verify the statements made in this application and/or accompanying materials, and release the City of Menlo Park, its employees, officers and agents from all liability in connection with the release/or receipt of information. If offered a position, I further agree to submit to a job-related medical examination by an authorized City physician, as a condition of employment. I further agree to be fingerprinted and to furnish proof of either citizenship or the legal right to work in the U.S.

Date: _____ Signature: _____
Fax signature valid and same as original

VOLUNTARY

APPLICANT SELF-IDENTIFICATION FORM

To the applicant: To ensure compliance with state and federal regulations, we request that you provide the following information. Your submission of this information is voluntary. This data will be kept separate from your application and is used for statistical purposes only. The City of Menlo Park is an Equal Opportunity Employer.

Print name: _____

Specific position applied for: _____ Application Date: _____

1. Male
 Female

2. Race/Ethnic Categories:

- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.