



# CITY OF EL CENTRO EMPLOYMENT APPLICATION

**Human Resources Department**  
 1275 W. Main Street, El Centro, CA 92243  
 760-337-4548      www.cityofelcentro.org

**RESUME NOT ACCEPTED IN LIEU OF APPLICATION. FAILURE TO COMPLETE ALL ITEMS ON THIS APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THE RECRUITMENT PROCESS.**

**NOTE:** Applications are not accepted unless a position is open for recruitment with the City.

A copy of the City's Job/Grade Classification and Salary Schedule for all positions is available on the City's website.

**POSITION APPLIED FOR:** \_\_\_\_\_  
 (Give the exact title as listed on the job announcement)

**PERSONAL INFORMATION**

<b>Last Name:</b>		<b>First Name:</b>		<b>Middle Name or Initial:</b>	
<b>Mailing Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Cell Phone Number:</b>	<b>Home Phone Number:</b>		<b>Email Address:</b>		
<b>How did you hear about this position?</b>		<b>List any other name(s) you may have used while working?</b>			

**OTHER INFORMATION (Answer all questions and explain "Yes" answers in space provided)**

<p><b>Have you previously been employed by the City? Yes ___ No ___</b>  <b>If yes, list positions and dates:</b></p>
<p><b>Are you related to any employee and/or elected official of the City? Yes ___ No ___</b>  <b>If yes, list names and relationship:</b></p>
<p><b>Prior to employment, each new employee of the City of El Centro must sign the Oath of Allegiance required of all public employees by Section 3, Article XX of the Constitution of the State of California. Is there any reason why you cannot sign this Oath of Allegiance? Yes ___ No ___</b>  <b>If yes, please explain:</b></p>
<p><b>Do you possess a valid California driver's license? Yes ___ No ___      Class    A ___ B ___ C ___ M ___</b></p>
<p><b>Are you fluent in any language in addition to English? Yes ___ No ___</b>  <b>If yes, please specify:</b>  <b>Language(s) _____</b>  <b>Understand _____ Speak _____ Write _____ Read _____</b></p>

**EDUCATIONAL INFORMATION**

Do you possess a high school diploma or equivalent? Yes \_\_\_\_\_ No \_\_\_\_\_

In order for the City to consider the education listed below as part of your qualifications for the position you are applying for, you must attach a copy of your college transcript (from an accredited institution), degree, license, certificate or diploma with your application. In addition, foreign degrees must have U.S. equivalent report. Failure to include this information may result in your application being disqualified.

Name of High School, College, University, Vocational School or Institute	Major or Course of Study	Years Completed	# Units Completed	Name of Degree	Date of Degree or Completed Units

**List all Professional Registrations, Licenses or Certificates, Membership in Professional Organizations**


**EMPLOYMENT HISTORY**

List your complete employment history for the last ten (10) years beginning with your most recent employment. List all experience, paid or voluntary, related to the position. Resumes will NOT be accepted in lieu of a completed application. Resumes will only be reviewed if they supplement the information provided in the spaces. Additional sheets can be added if needed.

<p><b>Dates Employed</b></p> <p><b>From:</b> _____</p> <p><b>To:</b> _____</p> <p><b>Total Years/Months:</b></p> <p>_____</p> <p><b>Hours Per Week:</b></p> <p>_____</p> <p><b>May we contact your current Employer?</b></p> <p>Yes _____ No _____</p>	<p><b>NAME OF EMPLOYER:</b> _____</p> <p><b>ADDRESS:</b> _____</p> <p><b>PHONE NUMBER:</b> _____ <b>JOB TITLE:</b> _____</p> <p><b>DUTIES:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>SUPERVISOR'S NAME/TITLE:</b> _____</p> <p><b>REASON FOR LEAVING:</b> _____</p>
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<b>Dates Employed</b> <b>From:</b> _____ <b>To:</b> _____ <b>Total Years/Months:</b> _____ <b>Hours Per Week:</b> _____ _____	<b>NAME OF EMPLOYER:</b> _____ <b>ADDRESS:</b> _____ <b>PHONE NUMBER:</b> _____ <b>JOB TITLE:</b> _____ <b>DUTIES:</b> _____ _____ _____ _____ <b>SUPERVISOR'S NAME/TITLE:</b> _____ <b>REASON FOR LEAVING:</b> _____
<b>Dates Employed</b> <b>From:</b> _____ <b>To:</b> _____ <b>Total Years/Months:</b> _____ <b>Hours Per Week:</b> _____ _____	<b>NAME OF EMPLOYER:</b> _____ <b>ADDRESS:</b> _____ <b>PHONE NUMBER:</b> _____ <b>JOB TITLE:</b> _____ <b>DUTIES:</b> _____ _____ _____ _____ <b>SUPERVISOR'S NAME/TITLE:</b> _____ <b>REASON FOR LEAVING:</b> _____
<b>Dates Employed</b> <b>From:</b> _____ <b>To:</b> _____ <b>Total Years/Months:</b> _____ <b>Hours Per Week:</b> _____ _____	<b>NAME OF EMPLOYER:</b> _____ <b>ADDRESS:</b> _____ <b>PHONE NUMBER:</b> _____ <b>JOB TITLE:</b> _____ <b>DUTIES:</b> _____ _____ _____ _____ <b>SUPERVISOR'S NAME/TITLE:</b> _____ <b>REASON FOR LEAVING:</b> _____

**IMPORTANT NOTICE REGARDING EMPLOYMENT:**

At time of hire, City employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986. Employment with the City of El Centro does not occur until the Appointing Authority and the Director of Human Resources sign and file a formal document appointing the applicant to a job position following successful completion of all employment, including a medical evaluation. For certain "sensitive" positions, the medical evaluation will include testing for drugs and alcohol. Any information obtained after a conditional offer is made but before the formal document is filed may also constitute grounds for withdrawal of the conditional offer. Until formal appointment is made in this manner, any offers of City employment are conditional and preliminary and may be withdrawn.

**APPLICANT CONSENT AND RELEASE FORM (READ CAREFULLY BEFORE SIGNING):**

I hereby certify that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein will cause forfeiture on my part of any employment in the service of the City of El Centro. I further agree to submit to a complete medical examination and, upon employment, to furnish such proof or identification and legal right to work in the United States as may be required. I also understand that once hired I may be required to provide proof of my birth date. All statements made in this application may be verified, including checks of police records and former employers.

I request, authorize and consent to the release of information to the City of El Centro, regarding my previous employment and authorize all past employers or agents that they may designate, to respond to oral or written inquiries from the City of El Centro regarding my employment record, including, but not limited to, positions held, dates of employment, work performance, disciplinary records, reliability, and any incidents of dishonesty, insubordination, violence, and/or unsafe harmful, or threatening behavior. I agree to release and discharge the City of El Centro and all past, and their respective officers, agents, and employees, from any and all claims, demands, damages, and all other liabilities arising out of, or as result of any oral or written inquiry or any information provided or released, by the City of El Centro.

I understand that this application is not a contract, and it is not an offer of employment. If I am offered employment, I understand that such offer is subject to the Employment conditions listed above.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**SUBMITTING YOUR APPLICATION:**

**Please submit your application no later than 5:00 pm on the deadline posted in the job announcement. We will not accept postmarks.**

**Applications are accepted via mail or in person at the**

**Human Resources Department located at:**

**CITY OF EL CENTRO**

**1275 W. Main Street**

**El Centro, CA 92243**

**HUMAN RESOURCES DEPARTMENT**

**USE ONLY**

**STAMPED RECEIVED**