



# EMPLOYMENT APPLICATION

An Equal Opportunity Employer

## CITY OF DANA POINT

33282 Golden Lantern, Ste. 203

Dana Point, CA 92629

(949) 248-3500

Position Applying For: \_\_\_\_\_

**The completion of this application is the first phase of the testing process for all recruitments.**

Please complete all questions either printing in black ink or type. Include any supplemental information which you feel would be helpful in the consideration of your qualifications. No aspect of employment will be influenced by an applicant's or an employee's race, color, religion, sex, national origin, ancestry, physical or mental handicaps, or age as defined by law. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirements of the position being filled.

### Personal Data

Name: \_\_\_\_\_ Last 4 of Social Security No.: \_\_\_\_\_  
Last First MI

Home Address: \_\_\_\_\_ Street City State Zip

Mailing Address (If Different): \_\_\_\_\_ Street City State Zip

E-mail Address: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ Age if under 18 \_\_\_\_\_

If hired, can you submit verification of your legal right to work in the United States? Yes  No

Have you ever applied for employment with the City of Dana Point? Yes  No

If yes, indicate dates and position(s): \_\_\_\_\_

Give names of any relatives employed by the City \_\_\_\_\_

Is there any reason that you could not perform the essential functions of the job for which you are applying, as described in the job announcement? Yes  No  If yes, what reasonable accommodations would be necessary to assist you? \_\_\_\_\_

### Job Interest

How were you referred to the City of Dana Point? \_\_\_\_\_ Date available for employment \_\_\_\_\_

Applying for  Full-time  Part-time  Temporary Employment

Preferred job(s) and years experience in this work \_\_\_\_\_

Salary Expected \$ \_\_\_\_\_ per \_\_\_\_\_

### Proficiencies

List skills, licenses or certificates you possess and/or machines you can operate and your level of proficiency that relate to the job(s) for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Education

Please circle highest grade completed

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Colleges or Trade Schools	Major and Minor	G.P.A. or Class Rank	Type of Degree
Name			
City State			
Name			
City State			
Name			
City State			

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## Honors, Awards and Achievements

(Pertinent to the position desired)

Include Publications, Inventions, Honors, Awards, etc. [You may exclude those which indicate race, creed, sex, marital status, age, color, national origin or physical handicap of its member(s).]

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## Professional Societies and Organizations

(Pertinent to the position desired)

List all professional societies and organizations to which you belong [excluding any organization whose name or character indicates the race, color, religion, sex, marital status, age, physical handicap or national origin of its member(s).]

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## References

List at least three references, preferably former supervisors, whom we can contact and have personal knowledge of your qualifications.

Name	Address	Telephone And Email	Job Relationship

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## Employment History

This portion of the application **must** be completed. A resume may be used for the job duties section only. Start with your most recent employment and list all jobs you have held, including time spent in military service, in the last ten years or since leaving school. Be sure to give correct addresses of previous employers. Additional information may be placed on a separate sheet and attached. Please account for periods of unemployment of more than one month below or in the Special Comments section on the last page. Failure to complete this section may result in rejection of the application.

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Job Title and Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Base Rate of Pay: Ending \$ \_\_\_\_\_ Per \_\_\_\_\_ Start \$ \_\_\_\_\_ Per \_\_\_\_\_ Other Compensation \_\_\_\_\_

Amount and Date of Last Increase \_\_\_\_\_ May We Contact Your Present Employer? Yes  No

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Job Title and Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Base Rate of Pay: Ending \$ \_\_\_\_\_ Per \_\_\_\_\_ Start \$ \_\_\_\_\_ Per \_\_\_\_\_ Other Compensation \_\_\_\_\_

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Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Job Title and Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Base Rate of Pay: Ending \$ \_\_\_\_\_ Per \_\_\_\_\_ Start \$ \_\_\_\_\_ Per \_\_\_\_\_ Other Compensation \_\_\_\_\_

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Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Job Title and Duties \_\_\_\_\_  
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\_\_\_\_\_

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**CITY OF DANA POINT  
APPLICANT NOTICES**

**Legal Right to Work**

In compliance with the Immigration Reform and Control Act of 1986, the City of Dana Point requires all new employees to show proof of their legal right to work in the United States. At the time of hire, the new employee must present the original documentation (photocopies are not accepted) to establish both work authorization and identity. An individual must present either:

- a) A single document that establishes both employment authorization and the identity of the individual. Examples of such documents are:
  - U.S. Passport
  - Certificate of U.S. citizenship
  - Unexpired foreign passport with work authorization stamp
  - Alien registration card

**OR**

- b) One document evidencing employment authorization; examples are:
  - Social Security card (other than one that specifies that employment is unauthorized)
  - U.S. birth certificate (original or certified copy)
  - Unexpired re-entry permit
  - Unexpired refugee travel document
  - Certificate of both issued by State Department

**AND**

- c) One document establishing identity; examples are:
  - Driver's license with photograph
  - Other state-issued identification document found acceptable by the Attorney General

The employee must also attest on an attestation form that the individual is not an unauthorized alien. This form must be signed under penalty of perjury by the employee.

Please keep this in mind when applying for positions with the City of Dana Point. All job offers made by the City are contingent upon establishing proof of your legal right to work in the United States. The City of Dana Point is an equal opportunity employer.

**Ethnic Data**

The Equal Opportunity Act requires the City of Dana Point to keep statistical records concerning the ethnic background of job applicants for the purpose of judging the effectiveness of Equal Opportunity Programs. Information provided on this form is for statistical purposes only and will not be utilized as part of the selection process nor will it be retained in the recruitment file or a personnel file.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Applying for (position title) \_\_\_\_\_ Sex: Male \_\_\_\_ Female \_\_\_\_

**Ethnic Background** (Check One)

- \_\_\_\_\_ White (non-Hispanic) \_\_\_\_\_ Black (non-Hispanic)
- \_\_\_\_\_ Hispanic (Mexican, Cuban, Puerto Rican, Central or South America origin or other Spanish culture)
- \_\_\_\_\_ Asian or Pacific Islander (person of Far Eastern, Southeast Asia, Indian sub-continent, or Pacific Islands origin, including Chinese, Japanese, Korean, Indian, Samoan, etc.)
- \_\_\_\_\_ Other – Please specify \_\_\_\_\_

Note: The category Hispanic, while not a race identification, is included as a separate ethnic category for reporting purposes.