



Job Application

Job Applying For

AGENCY

CITY OF GILROY

JOB TITLE

Basic Information

NAME

First

M.I.

Last

ADDRESS

Address Line 1

Address Line 2

City

State/Province/
Region

Postal/
Zip Code

Country

TELEPHONE

Primary

Secondary

Are you eligible to
work in the U.S.?

Yes No

DRIVER'S LICENSE

D.L. Number

D.L. State

D.L. Class

EMAIL

Education

Highest year
completed

less than 8 8 9 10 11 12

Did you graduate from High School or receive a
GED?

Yes No

HS ATTENDED

LOCATION
OF HS/GED

List any degrees received or in
progress

School Name

Location (City & State)

Major

Degree

Units Comp.

School Name	Location (City & State)	Major	Degree	Units Comp.

Specialized Training

List specialized training which yielded certification, accreditation or
license, etc.

Type of Training

Institution

Certification, Accreditation, or License

Type of Training	Institution	Certification, Accreditation, or License

List special skills, other relevant information, or provide
clarification



Job Application

Work Experience

I have no previous work experience

May we contact your current or most recent employer? _____

Yes No

Begin with your current or most recent experience. List work record history and include any other pertinent experience. Failure to list work experience or stating 'See Resume' will be considered an incomplete application and subject to rejection. Resumes should be attached to an application.

COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience (do not write "See Resume")

COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience (do not write "See Resume")

COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience (do not write "See Resume")



Job Application

Work Experience cont.

COMPANY NAME _____

Address _____

Telephone _____

Job title _____

Start date _____

End date _____

Reason for leaving _____

Hours/wk. _____

Mo. salary \$ _____

Supervisor _____

of employees
you supervised

Describe this work
experience

(do not write "See Resume")

COMPANY NAME _____

Address _____

Telephone _____

Job title _____

Start date _____

End date _____

Reason for leaving _____

Hours/wk. _____

Mo. salary \$ _____

Supervisor _____

of employees
you supervised

Describe this work
experience

(do not write "See Resume")

If you would like to provide additional work experience, please list on a separate sheet and attach to application.

Additional Experience

List any additional
experience

(volunteering, internship, etc.):

Work Qualifications

Are you over 18 years of age?

(Employment is subject to verification that you meet any legal age requirements for any jobs for which you may apply)

Yes No

Are you related to anyone at this agency?.....

If "Yes", please provide name and relationship

Yes No



Job Application

Work Qualifications cont.

Have you ever been convicted for a violation of the law, excluding minor traffic violations? Yes No

For each offense please list: the violation; the court (including military); the place and date of conviction; the penalty (fine, sentence, date(s) of probation), and the name under which convicted. Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Code Sections 11357 (b or c), 11360(b), 11364, 11365, and 11550, as it relates to marijuana. Each case will be given individual consideration. Failure to list all convictions other than those excluded above will be considered fraud in securing appointment and will be grounds for termination. Note that conviction is not necessarily a bar to employment. Each case is given individual consideration based on the job-relatedness of the offense.

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? Yes No

If "Yes", please explain fully

Job Origin

I first learned of this job opening through (please check one)

- | CITY RELATED | NEWSPAPERS | INTERNET | PUBLIC SECTOR PUBS | SPECIALIZED PUBS | OTHER |
|---|--|---|--|---|---|
| <input type="checkbox"/> Human Resource Dept. | <input type="checkbox"/> San Francisco Chronicle | <input type="checkbox"/> CalOpps.org | <input type="checkbox"/> Jobs Available | <input type="checkbox"/> The Recorder | <input type="checkbox"/> CA Job Journal |
| <input type="checkbox"/> City Employee | <input type="checkbox"/> Jobs Available | <input type="checkbox"/> Craigslist.org | <input type="checkbox"/> Western City | <input type="checkbox"/> Daily Journal | <input type="checkbox"/> _____ |
| <input type="checkbox"/> City Job Bulletin | <input type="checkbox"/> San Jose Mercury News | <input type="checkbox"/> Monster.com | <input type="checkbox"/> ICMA Newsletter | <input type="checkbox"/> Planners Network | |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Contra Costa Times | <input type="checkbox"/> GovJobs.com | <input type="checkbox"/> City & State | <input type="checkbox"/> APA | |
| <input type="checkbox"/> City Job Hotline | <input type="checkbox"/> Sacramento Bee | <input type="checkbox"/> HotJobs.com | | | |
| <input type="checkbox"/> Direct Mailer | | | | | |
| <input type="checkbox"/> Job Fair | | | | | |

DISABLED APPLICANTS: The Agency will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the agency.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact will cause forfeiture on my part of all rights of employment with the Agency. I authorize investigation of all matters contained in this application. If offered a position, I further agree to submit to a complete medical examination by a City physician as a condition of employment. I further agree to be fingerprinted, to sign an oath of office, and to furnish proof of age, education, and either citizenship or the legal right to work in the United States of America upon appointment.



Job Application

Please answer the following questions:

1. Do you have any relatives employed by the City of Gilroy or serving on the City Council?

Please answer yes or no _____.

If yes, please provide the name of the employee/elected official _____.

2. Have you ever been employed by the City of Gilroy?

Please answer yes or no _____.

If yes, please provide the dates of employment and position held _____.

3. Are you an active member (non-retiree) of the California Public Employees Retirement System (CalPERS)?

Please answer yes or no _____.