



Application for Employment

Equal Opportunity Employer

We consider applicants for all positions without regard to race, sex, religion, sexual orientation, national origin, ancestry, color, creed, age, marital status, disability or any other legally protected status.

<i>Personal Information</i>	
<i>Name:</i>	<i>Date:</i>
<i>Home Phone:</i>	<i>Cell Phone:</i>
<i>Home Address:</i>	
<i>City, State, Zip:</i>	
<i>E-mail: (optional)</i>	

<i>Questionnaire</i>		
<i>1. Are you 18 years of age or older?</i>	<i>Yes</i>	<i>No</i>
<i>2. Can you, upon employment, submit verification of your legal right to work in the United States?</i>	<i>Yes</i>	<i>No</i>
<i>3. Are you physically able to perform the essential functions of the position(s) you are applying for with or without an accommodation?</i>	<i>Yes</i>	<i>No</i>
<i>4. Do you possess a valid Drivers License?</i>	<i>Yes</i>	<i>No</i>
<i>If yes, list: State: _____ License #: _____ Class: _____ Exp. Date: _____</i>		
<i>5. Do you have any relatives employed by the City of Solvang?</i>	<i>Yes</i>	<i>No</i>
<i>If yes, list name and relationship to you: _____</i>		
<i>Position Applying For-Please be specific- (list of job descriptions and titles available in the lobby and on the website: www.cityofsolvang.com)</i>		
<i>Title: _____ Salary Desired: _____</i>		
<i>Referred By: _____ Date Available: _____</i>		

Education		
Highest Grade Completed	Name and location of high school(s) attended:	Did you Possess a Diploma? Yes No Did you earn a GED? Yes No
Business Technical School:	Field of Study/Major:	Graduate ?
Undergraduate College:	Field of Study/Major:	
Graduate School:	Field of Study/Major:	

Employment Experience:

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names, which indicate race, color, religion, sex or national origin. Resume is not a substitute for this section.

Employer:	Dates Employed:
Address:	Telephone:
Job Title:	Hourly Rate:
Supervisor:	Reason for Leaving:
Duties:	

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Job Title:	Hourly Rate:
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Duties:	

Employment Experience (Cont'd):

<i>Employer:</i>	<i>Dates Employed:</i>
<i>Address:</i>	<i>Telephone:</i>
<i>Job Title:</i>	<i>Hourly Rate:</i>
<i>Supervisor:</i>	<i>Reason for Leaving:</i>
<i>Duties:</i>	

Please list name, phone number, and relationship of three personal references that aren't related to you:

1. _____
2. _____
3. _____

List any equipment or machines you can operate that relate to the position you are applying for:

1. _____
2. _____
3. _____

Summarize any computer skills you acquired from past employment and list programs in which you are proficient:

Any additional information you feel may be helpful in considering your application:

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, Including but not limited to checking references and prior employment. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the City of Solvang.

Signature of Applicant

Date

Conditions of Employment

*I understand that before date of hire, I may be required to pass a physical examination and background investigation, which may include credit reports and **will** be required to:*

- *Submit proof of US Citizenship or legal right to remain and work*
- *In the United States*
- *Submit proof of age*
- *Be fingerprinted*
- *Submit to a drug and/or alcohol test*

Signature of Applicant

Date