



An Equal Opportunity  
Affirmative Action  
Employer

## Application for Employment

Personal Information	
Name:	Date:
Home Phone:	Business Phone:
Home Address:	
City, State, Zip:	
E-mail: (optional)	

Questionnaire			
1. Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Can you, upon employment, submit verification of your legal right to work In the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Have you ever been convicted of a felony or a misdemeanor? (a conviction will not necessarily disqualify you for a position)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "YES", provide the information requested below for conviction. Be specific, give name and code number of offense.			
Offense/Violation	Date	City and State	Sentence
3a. Have you ever been convicted of a sealed or expunged crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Are you physically able to perform the essential functions of the position(s) you are applying for with or without an accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. Do you possess a valid Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, list: State: _____ License #: _____ Class: _____ Exp. Date: _____			
6. Do you have any relatives employed by the City of Solvang? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, list name and relationship to you: _____			

**Position Applying For-Please be specific-** (list of job descriptions and titles available in the lobby and on the website: [www.cityofsolvang.com](http://www.cityofsolvang.com))

**Title:** \_\_\_\_\_ **Salary Desired:** \_\_\_\_\_

**Referred By:** \_\_\_\_\_ **Date Available:** \_\_\_\_\_

<b>Education</b>		
<b>Highest Grade Completed</b>	<b>Name and location of high school(s) attended:</b> _____ _____ _____	<b>Did you Possess a Diploma?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Did you earn a GED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Business Technical School:</b>		<b>Degree/Major:</b>
_____		_____
<b>Undergraduate College:</b>		<b>Degree/Major:</b>
_____		_____
<b>Graduate School:</b>		<b>Degree/Major:</b>
_____		_____
_____		_____

**Emergency Contact:**

<b>Name:</b>	_____
<b>Address:</b>	_____
<b>Daytime Phone:</b>	_____
<b>Evening Phone:</b>	_____
<b>Relationship:</b>	_____

**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.**

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

**Employment Experience (Cont'd):**

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

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

**Please list names and addresses 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:**

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

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***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.*

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***Signature of Applicant***

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***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*

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***Signature of Applicant***

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***Date***