



**EMPLOYMENT APPLICATION**  
**AN EQUAL OPPORTUNITY EMPLOYER**

Employee Services Division  
10890 San Pablo Avenue  
El Cerrito, CA 94530

DATE RECEIVED

For Official Use Only

Accepted

Initials

Rejected

☐ Ed

☐ License/Cert

☐ Exp

☐ Incomplete

☐ Other

POSITION APPLYING FOR: \_\_\_\_\_

Print Exact Title From Job Announcement

PLEASE TYPE OR PRINT

1. \_\_\_\_\_ Social Security Number (Use of your Social Security Number is voluntary and will be used for identification purposes only.)

2. Name: \_\_\_\_\_  
Last Name First Name Middle Name

3. Address: \_\_\_\_\_  
No. Street Apt No. City State/Zip Code

4. Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Work/Message Cell

5. Email Address: \_\_\_\_\_ 6. Driver's License: \_\_\_\_\_  
State Number Expiration Date

7. Have you ever been convicted of any offense by any civilian or military court (including a plea of guilty or no contest which resulted in a criminal conviction)? If yes, please fill out the information below. Exclude misdemeanor convictions for marijuana related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. You may also omit traffic violations for which the only penalty imposed was a fine of less than \$500. A criminal record is not necessarily a bar to employment. Each case is given individual consideration based on job relatedness. Attach additional sheets if necessary.

Yes ☐

No ☐

Specific Charge \_\_\_\_\_

Date and Location of Conviction \_\_\_\_\_ Fine/Sentence Received \_\_\_\_\_

8. Have you ever been rejected during probation, discharged, or forced to resign from any employment within the last ten years? If yes, give name and address of the employer(s), reason for release and the dates of employment. If your answer is yes, it is not necessarily a bar to employment. Each case is given individual consideration based on job relatedness.

Yes ☐

No ☐

9. Are you related to any City employee? Yes ☐ No ☐ Name of relative: \_\_\_\_\_ Relationship: \_\_\_\_\_

10. Are you fluent in any language other than English? If so, please specify: \_\_\_\_\_

11. Have you previously been employed by the City? Yes ☐ No ☐ If yes, when? \_\_\_\_\_

12. EDUCATION: Check the appropriate box if you possess the following:

☐ High School Diploma

☐ G.E.D. Certificate

☐ California High School Proficiency Certificate

Level of Education Achieved

Names of Colleges/Universities	Course of Study/ Major	Units Completed		Degree Type	Date Awarded
		Sem	Qtr		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

13. Licenses, Certificates or Registration required for this job	Title	Number	Issue Date	Expiration Date
	_____	_____	_____	_____
	_____	_____	_____	_____

**14. EMPLOYMENT HISTORY—The following section must be filled out completely.**

List experience that relates to the qualifications as required on the job announcement. Begin with your most recent experience. List each promotion separately. Use additional sheets if necessary. Voluntary non-paid experience will be accepted if job related. A resumé or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<b>Employer's Name and Address</b> _____ _____ _____  <b>Supervisor's Name and Phone</b> _____ _____	<b>From</b> _____ <b>To</b> _____ Mo/Yr Mo/Yr <b>Total</b> _____ Yrs Mo <b>Hrs Per Wk</b> _____ <b>Mo. Salary</b> _____ <b>Reason for Leaving</b> _____ <input type="checkbox"/> <b>Volunteer Work</b>	<b>Job Title</b> _____ <b>Job Duties</b> _____ _____ _____ _____ _____
<b>Employer's Name and Address</b> _____ _____ _____  <b>Supervisor's Name and Phone</b> _____ _____	<b>From</b> _____ <b>To</b> _____ Mo/Yr Mo/Yr <b>Total</b> _____ Yrs Mo <b>Hrs Per Wk</b> _____ <b>Mo. Salary</b> _____ <b>Reason for Leaving</b> _____ <input type="checkbox"/> <b>Volunteer Work</b>	<b>Job Title</b> _____ <b>Job Duties</b> _____ _____ _____ _____ _____
<b>Employer's Name and Address</b> _____ _____ _____  <b>Supervisor's Name and Phone</b> _____ _____	<b>From</b> _____ <b>To</b> _____ Mo/Yr Mo/Yr <b>Total</b> _____ Yrs Mo <b>Hrs Per Wk</b> _____ <b>Mo. Salary</b> _____ <b>Reason for Leaving</b> _____ <input type="checkbox"/> <b>Volunteer Work</b>	<b>Job Title</b> _____ <b>Job Duties</b> _____ _____ _____ _____ _____
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<b>Employer's Name and Address</b> _____ _____ _____  <b>Supervisor's Name and Phone</b> _____ _____	<b>From</b> _____ <b>To</b> _____ Mo/Yr Mo/Yr <b>Total</b> _____ Yrs Mo <b>Hrs Per Wk</b> _____ <b>Mo. Salary</b> _____ <b>Reason for Leaving</b> _____ <input type="checkbox"/> <b>Volunteer Work</b>	<b>Job Title</b> _____ <b>Job Duties</b> _____ _____ _____ _____ _____

15. I will accept the following employment type with the City: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

16. How did you hear about this position? ☐ City Website ☐ City Employee ☐ Other Agency ☐ Other \_\_\_\_\_

17. May we contact your present employer? Yes ☐ No ☐

18. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand and agree that misstatements/omissions of material fact will cause forfeiture of my rights to employment with the City of El Cerrito.

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

**Please attach this sheet as the very last page of your application  
package, behind any resumés, letters or other attachments.**

**The City of El Cerrito is an Equal Opportunity Employer.** It is the policy of the City of El Cerrito that all employment decisions and personnel policies will be applied equally to all City employees and applicants and be based upon the needs of City service, job related merit, and ability to perform the job.

**APPLICANTS WITH DISABILITIES:** Qualified individuals with a disability, who are able to perform the essential functions of the job, with or without reasonable accommodation, and need special testing arrangements, must contact the City of El Cerrito Employee Services Division at (510)215-4315.

**CITY OF EL CERRITO VOLUNTARY E.E.O.C. QUESTIONNAIRE**

The Federal Equal Employment Opportunity Commission requires each state and local government to file a report summarizing the racial/ethnic makeup of its workforce. This survey is necessary in order to fulfill this requirement. In addition, this information will assist the City in measuring Equal Employment Opportunity progress. This questionnaire is a supplemental form that is not connected to the application, is stored in a separate file, and is voluntary.

RACE/ETHNIC BACKGROUND: Only one may be marked. Please place a "X" in the appropriate box (see below for definitions).

- |  |  |
|--|--|
| 1. <input type="checkbox"/> White Alone                                      | NAME _____   |
| 2. <input type="checkbox"/> Black or African American Alone                  |  |
| 3. <input type="checkbox"/> Hispanic or Latino (of any race)                 | POSITION APPLYING FOR _____  |
| 4. <input type="checkbox"/> Asian Alone                                      |  |
| 5. <input type="checkbox"/> Filipino Alone                                   | DATE OF BIRTH _____  |
| 6. <input type="checkbox"/> Native Hawaiian and Other Pacific Islander Alone |  |
| 7. <input type="checkbox"/> American Indian or Alaskan Native Tribes Alone   | GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE |
| 8. <input type="checkbox"/> Two or More Races                                |  |

**DEFINITIONS:**

1. **White Alone**
2. **Black or African American Alone**
3. **Hispanic or Latino (of any race):** Mexican, Puerto Rican, Cuban, Other Hispanic or Latino [Dominican (Dominican Republic), Central American (Costa Rican, Guatemalan, Honduran, Nicaraguan, Panamanian, Salvadoran), South American (Argentinean, Bolivian, Chilean, Colombian, Ecuadorian, Paraguayan, Peruvian, Uruguayan, Venezuelan), Spaniard], All other Hispanic or Latino alone.
4. **Asian Alone:** Asian Indian alone, Bangladeshi alone, Cambodian alone, Chinese alone (Chinese, except Taiwanese alone), Hmong alone, Indonesian alone, Japanese alone, Korean alone, Laotian alone, Malaysian alone, Pakistani alone, Sri Lankan alone, Thai alone, Vietnamese alone, Other specified Asian alone.
5. **Filipino Alone**
6. **Native Hawaiian and Other Pacific Islander Alone:** Polynesian alone (Native Hawaiian alone, Samoan alone, Tongan alone), Micronesian alone (Guamanian or Chamorro alone), Melanesian alone (Fijian alone), Other specified Pacific Islander alone.
7. **American Indian or Alaskan Native Tribes Alone:** Alaskan Athabaskan alone, Aleut alone, Apache alone, Blackfeet alone, Cherokee alone, Cheyenne alone, Chickasaw alone, Chippewa alone, Choctaw alone, Colville alone, Comanche alone, Cree alone, Creek alone, Crow alone, Delaware alone, Eskimo alone, Houma alone, Iroquios alone, Kiowa alone, Latin American Indian alone, Lumbee alone, Menominee alone, Navajo alone, Osage alone, Ottawa alone, Paiute alone, Pima alone, Potawatomi alone, Pueblo alone, Puget Sound Salish alone, Seminole alone, Shoshone alone, Sioux alone, Tlingit-Haida alone, Tohono O'Odham alone, Ute alone, Yakama alone, Yaqui alone, Yuman alone.
8. **Two or More Races:** According to defined ethnic background races as listed in definitions 1-7 above.