



CITY OF
Walnut
HUMAN RESOURCES OFFICE

EMPLOYMENT APPLICATION FOR THE POSITION OF:

Must specify which open position. Only one job position per application. Application will be sent back if it does not satisfy both statements.

INSTRUCTIONS: Please read the announcement to determine if you possess the qualifications for the job. Print, using ink, computer printer or typewriter. **In order to be considered for the position all applicants must complete, sign and submit this Employment Application via mail or in person at Walnut City Hall.** Answer all questions accurately and completely. All statements are subject to verification, and incorrect or incomplete statements may **disqualify** you from the selection process or employment. Read the Certificate of Applicant in Section 6 carefully before signing. **PLEASE PRINT CLEARLY.**

1. PERSONAL DATA

Last Name	First Name	Middle	Area Code	Primary Phone
Home Address (Number and Street)			Area Code	Secondary Phone
City, State & Zip Code		E-mail Address	Are you age 18 or older? YES NO If no, are you age 16 or older? YES NO <small>You must be at least 16 years old to be a City employee</small>	
Do you have a valid Driver's License?	YES NO	State:	Number:	
Do you have a valid California I.D.?	YES NO	Class:	Expiration Date:	
Can you submit proof of your legal right to work in the U.S.A. (i.e. Social Security Card, Student/Work Visa, Residency Card, etc.)? YES NO				

2. EDUCATION AND TRAINING (Attach additional sheets if necessary)

High School Attended (include City and State)	Did you Graduate High School or obtain GED?			
	YES NO			
Colleges, Universities, Business, or Trade Schools Attended (include City and State)	Number of Units Completed	Major Subjects	Did you Graduate?	Diploma or Degree Received
List other training, special qualifications and skills, job related memberships, or certificates, which relate to this position.				

3. EXPERIENCE (Including Military)

List all jobs you have held in the last ten years beginning with your present and most recent job. Include earlier relevant experience which may qualify you for the position. If you need more space, you may attach additional sheets. **All information must be completed for each employer listed. Please complete this section even if you are attaching a resume. Resumes are not accepted in lieu of application, please complete this section thoroughly.**

From _____ To _____ <small>mo/yr mo/yr</small> Total Time _____ Year(s) _____ Month(s) Name and Address of Employer: _____ _____ Phone _____ Supervisor's Name _____ May We Contact? YES NO	Title of Your Position _____ Duties Performed (Be Specific) _____ _____ _____ _____ No. Supervised (if any) _____ No. of Hrs. Per Week _____ Salary \$ _____ Hr. Mo. Yr. Reason for leaving _____
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4. A "YES" ANSWER TO ANY OF THE NEXT 3 QUESTIONS REQUIRES AN EXPLANATION UNDER SECTION 5.

1. Have you ever been employed by the City of Walnut? YES NO 2. Are you related to any current City of Walnut employee, councilmember or commissioner? YES NO 3. Have you ever been discharged or asked to resign from a place of employment due to misconduct or any other reason? YES NO

5. ADDITIONAL INFORMATION

Use this space to provide additional information as required by this application, or to describe in greater detail any aspects of your experience or activities that are pertinent to the job you are seeking. _____ _____ _____ _____ _____ _____ _____

6. CERTIFICATE OF APPLICANT - PLEASE READ CAREFULLY

<p>CRIMINAL BACKGROUND CHECK If the City determines that an applicant meets the minimum employment qualifications as stated in the job flyer, the applicant will then be required to complete a Criminal History Application stating whether he or she has been convicted of a criminal offense and to provide information regarding his or her criminal history before he or she may be considered further in the recruitment process. The applicant will also be required to successfully pass a criminal background check in accordance with City Policy, which may include Live Scan and other job-related criminal background investigations. Professional references may also be requested during the recruitment process. The cost of the criminal background check will be paid for by the City.</p>			
<p>TERMS OF EMPLOYMENT All hourly seasonal part-time employees are employed "at will" throughout the term of their employment with the City. Therefore, the services of a seasonal hourly part-time employee may be terminated or discharged at any time without prior notice. All newly hired or promoted permanent full-time employees serve a one-year probationary period during which they are employed "at will." During this probationary period, the services of a full-time employee can be terminated or discharged at any time without prior notice or cause, or right of appeal.</p>			
<p>I have read and understand all the information contained in this application. I authorize the release of information concerning my qualifications, character, or prior employment record to the City of Walnut through inquiries of any source. I certify that all statements in this application are true and complete; that there are no misrepresentations, falsifications, or omissions of material fact, and I am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment in this jurisdiction. Furthermore, I may be required to submit verification of any information provided on this application. I understand that as a condition of my employment, I may be required to pass a medical examination, which may include a drug screen. The cost of the physical will be paid by the City.</p>			
<p>SIGNATURE (MUST BE ORIGINAL SIGNATURE)</p> 	<p>DATE Month Day Year</p> 		