



CITY OF DUBLIN APPLICATION FOR EMPLOYMENT

City of Dublin
100 Civic Plaza
Dublin, CA 94568

INSTRUCTIONS:

1. Please type or print clearly in ink.
2. Answer all questions completely and accurately.
3. Incomplete or illegible applications will not be considered.
4. Incorrect or false statements are cause for rejection or dismissal.
5. Be specific when listing information that meets the job requirements.

From what source did you learn of this position?

- Newspaper (Name) _____
- Personal inquiry
- Jobs Available* publication
- Job bulletin at _____
- Other _____

Application for: (Please give exact position title)	Salary desired:	E-mail address:
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Applicant's Last Name:	Applicant's First Name:	M.I.	Date Available
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Present Street Address:	City:	State:	Zip Code:
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Home Telephone Number : ()	Work Telephone Number: ()	Pager or Cellphone Number: ()
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Driver's License Number: _____ Class: ____ Expiration Date: _____ Typing Speed: _____

What office equipment can you operate? _____

Place an "X" in the box of each computer program you have experience in using: Word Excel PowerPoint Access

What other computer programs/applications are you experienced in using? _____

Have you ever been fired or forced to resign from previous employment? Yes No If Yes, please explain **on a separate piece of paper.**

If hired, can you verify your right to work in the United States? Yes No

If you have any relatives working for the City of Dublin, list name and relationship: _____

Education: <u>Highest Grade Completed</u>	Name and Location of High School:	Did you graduate?												
<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>High School</u></td> <td style="border: none;"><u>College</u></td> <td style="border: none;"><u>Graduate</u></td> </tr> <tr> <td style="border: none;">1 2 3 4</td> <td style="border: none;">1 2 3 4</td> <td style="border: none;">1 2 3 4</td> </tr> </table>	<u>High School</u>	<u>College</u>	<u>Graduate</u>	1 2 3 4	1 2 3 4	1 2 3 4		<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Yes</td> <td style="border: none;">No</td> <td style="border: none;">GED</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> </table>	Yes	No	GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												

HIGHER EDUCATION	NAME OF SCHOOL/LOCATION	DEGREE/MAJOR	DATE COMPLETED
Junior College			
College			
Post Graduate			
Business or Trade School			

EMPLOYMENT HISTORY –The following sections must be filled out completely, and signed. DO NOT attach a resume as a substitute. Begin with present or most recent experience and account for ALL time during the past 10 years. Use additional sheets if necessary. Voluntary non-paid experience will be accepted if job-related.

FROM: _____ TO: _____ TOTAL: _____ <div style="text-align: right; margin-right: 50px;">Yrs Mos</div> EMPLOYER: _____ ADDRESS: _____ CITY, STATE, ZIP: _____ SUPERVISOR'S NAME & TITLE: _____ TELEPHONE: (_____) _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px;">Title of Your Position:</td> <td style="width: 20%; padding: 2px;">Full-Time <input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Part-Time <input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Duties of Your Position: _____ _____ _____</td> </tr> <tr> <td style="padding: 2px;">Reasons for leaving or wanting to leave:</td> <td style="padding: 2px;">Number of People You Supervised: _____</td> </tr> </table>	Title of Your Position:	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>		Duties of Your Position: _____ _____ _____		Reasons for leaving or wanting to leave:	Number of People You Supervised: _____
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MAY WE CONTACT YOUR CURRENT EMPLOYER?	YES <input type="checkbox"/> NO <input type="checkbox"/>								

The information contained on the application is correct to the best of my knowledge. I understand that falsification, omission or misstatement of information may result in refusal to hire or, if hired, dismissal from employment. Further, I understand that, if hired, will be required to comply with all rules and regulations.

Signature of Applicant: _____

Date: _____