



CITY OF ANAHEIM – HUMAN RESOURCES

200 S. Anaheim Blvd.
Anaheim, California 92805
Telephone 714.765.5111 – FAX 714.765.5211
www.anaheim.net

FOR OFFICE USE ONLY

Application For: _____

(Exact Title of Position)

Instructions: Fill out both pages of this form completely, either **TYPING** or **PRINTING IN INK**. You must sign the form on the second page. This application and any attachments become the property of the City of Anaheim. **DO NOT INDICATE "SEE RESUME" OR SEE ATTACHMENT"**. **ONLY AN APPLICATION WITH ALL AREAS COMPLETED WILL BE PROCESSED FOR CONSIDERATION.**

NAME: _____ (Last) _____ (First) _____ (Middle)

ADDRESS: _____ (Number) _____ (Street) _____ (City) _____ (State) _____ (Zip)

ADDRESS (Line 2): _____ COUNTRY: _____

TELEPHONE: HOME () _____ BUSINESS () _____ MOBILE () _____
Area Area Area

EMAIL ADDRESS: _____

EXPERIENCE: List your last three jobs beginning with the most recent. Include all experience (paid or volunteer) which specifically relates to the position for which you are applying. Candidates are encouraged to submit additional information to assist in evaluation of qualifications.

FROM:	JOB TITLE:	EMPLOYED BY:
TO:	YOUR DUTIES:	ADDRESS: (Number Street City State)
TOTAL TIME (Years)		REASON FOR LEAVING:
HRS PER WK		MAY WE CONTACT YOUR PRESENT EMPLOYER YES _ NO _
MONTHLY SALARY \$		Supervisors Name
		Telephone Number
FROM:	JOB TITLE:	EMPLOYED BY:
TO:	YOUR DUTIES:	ADDRESS: (Number Street City State)
TOTAL TIME (Years)		REASON FOR LEAVING:
HRS PER WK		
MONTHLY SALARY \$		Supervisors Name
		Telephone Number
FROM:	JOB TITLE:	EMPLOYED BY:
TO:	YOUR DUTIES:	ADDRESS: (Number Street City State)
TOTAL TIME (Years)		REASON FOR LEAVING:
HRS PER WK		
MONTHLY SALARY \$		Supervisors Name
		Telephone Number

LIST YOUR COLLEGE, BUSINESS, TRADE, CORRESPONDENCE, OR OTHER COURSES BELOW THAT ARE RELATED TO THE POSITION:

NAME OF SCHOOL	MAJOR SUBJECT OR COURSE OF STUDY	CREDITS/UNITS/HOURS	LIST DEGREE OR CERTIFICATE RECEIVED

WHAT LANGUAGES DO YOU SPEAK FLUENTLY?	WHAT LANGUAGES DO YOU WRITE FLUENTLY?
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CAN YOU AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES ___ NO ___
NOTE: SUCH PROOF IS REQUIRED UPON HIRE.

Complete this section ONLY for positions with specific license or registration requirements.

LICENSE	STATE	NUMBER	EXPIRATION DATE

If a valid California Driver's License is required, answer the following question.. HAVE YOU EVER BEEN **CITED AND CONVICTED** OF ANY VEHICLE CODE VIOLATION OTHER THAN A PARKING VIOLATION? YES ___ NO ___

COMPLETE THIS SECTION ONLY FOR POSITIONS WITH SPECIFIC MINIMUM AGE REQUIREMENTS.	A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. HAVE YOU EVER BEEN CONVICTED OF A FELONY?
DATE OF BIRTH:	YES ___ NO ___

COMPLETE THIS SECTION ONLY FOR POSITIONS THAT HAVE SPECIFIC MINIMUM TYPING REQUIREMENTS.

TYPING PROFICIENCY CERTIFICATION: The City of Anaheim currently uses "self certification" of typing proficiency, instead of conducting typing speed tests. Please indicate in the space below the rate (words per minute) that you believe is your net corrected typing speed. Typing proficiency will be evaluated during the probation period.
 My net corrected typing speed is: _____ W.P.M.

WERE YOU EVER EMPLOYED BY THE CITY OF ANAHEIM? IF YES, IN WHICH DEPARTMENT (S) AND WHEN:	YES ___ NO ___
RELATIVES OF CERTAIN CITY OFFICIALS AND EMPLOYEES ARE PROHIBITED FROM WORKING FOR THE CITY GOVERNMENT. ARE ANY OF YOUR RELATIVES CURRENTLY EMPLOYED BY THE CITY OF ANAHEIM? IF YES, LIST NAMES BELOW.	YES ___ NO ___
HAVE YOU EVER WORKED FOR A PUBLIC AGENCY IN CALIFORNIA? IF YES, PLEASE LIST THE NAME OF ALL AGENCIES HERE:	YES ___ NO ___
HAVE YOU EVER BEEN A MEMBER OF THE CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM (PERS) IF YES, WHERE AND WHEN:	YES ___ NO ___

CERTIFICATE OF APPLICANT: "I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I authorize the City of Anaheim to make investigations and inquires that are limited to the requirements for this position, of my employment, financial or medical history and other related matters, as they relate to the requirements of the position for which I am applying, in arriving at an employment decision. I further authorize the City to procure an investigative consumer report. I hereby release employers, schools or persons from any liability in responding to inquiries in connection with my application. I understand that any false or misleading information given in my application or any step in the employment selection process will subject me to disqualification or dismissal. I understand also, that I am required to abide by all rules and regulations of the City of Anaheim."

Signature _____ Date _____

To help the City of Anaheim improve it's recruiting process, please list the different sources you use to research job opportunities (i.e. websites, newspapers, publications).
 _____, _____, _____

The City of Anaheim is an Equal Opportunity Employer, which complies with Title VII of the Civil Rights Act as Amended and all applicable State and Federal laws prohibiting discrimination. Therefore it is the policy of the City of Anaheim to make employment decisions without regards to race, sex, color, religion, national origin or ancestry, age, marital status, disability, or sexual orientation, except where such qualifications are Bona-Fide Occupational Qualifications.



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Voluntary Demographic Statistics for:

Gender:

Age:

Ethnicity:

Source:

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