



# CITY OF DOWNEY

## APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES • 11111 BROOKSHIRE AVENUE • DOWNEY, CALIFORNIA 90241  
 (562) 904-7293 Telephone (562) 622-4648 Facsimile

[www.downeyca.org](http://www.downeyca.org)

*An Equal Opportunity/ADA Compliant Employer*

Applications must be **typed** or **printed legibly** in ink. All sections must be completed. Write "N/A" for sections that do not apply.

<b>POSITION APPLYING FOR:</b> _____	<b>JOB CODE:</b> _____
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Name Last	First	M.I.	E-Mail Address:
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Other names used (if any) in employment or education Last	First	M.I.
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Address:	Daytime Phone ( )
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City	State	Zip Code	Alternative Phone ( )
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Do you fluently:  Speak  Read  Write Any other language(s) than English?  Yes  No

If "Yes" indicate language(s):

Are you currently employed by the City of Downey?  Yes  No

Have you ever been employed by the City of Downey?  Yes  No

If "Yes" please provide the one of the following: 1) Employee ID Number 2) Position Title, Department, and Date(s) of Service

Do you have any relative(s) currently employed by the City Of Downey  Yes  No

If "Yes" please complete (use additional sheets if needed and follow the same format.)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Department: \_\_\_\_\_

Are you eligible for lawful employment in the United States?  Yes  No

If hired, can you provide proof that you are authorized to work in United States on an unrestricted basis?  Yes  No

Based upon your review of the job flyer for the position you are applying for, can you perform the essential functions of the position with or without reasonable accommodation?  Yes  No

Month and day of birth (MM/DD)	Driver's License Number:	State	Expiration Date:
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### EDUCATION/TRAINING

Name and location of high school(s) attended:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No," do you have a G.E.D. Certificate or have you passed the High School Equivalency Exam? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Name and type of school (college, trade, etc.)	Location	Dates Enrolled	Degree Type and Major (e.g. AA, BA, BS)	Degree Earned
				Y / N
				Y / N
				Y / N
				Y / N

If the position you are applying for requires a license or certification, please complete the following information:

License/Registration/Certificate Title:	Date Issued:	Expiration Date:
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Indicate the type(s) of employment you will accept:

[ <input type="checkbox"/> ] Full Time Regular (40 hrs per week /Mon-Fri)	[ <input type="checkbox"/> ] Full Time Regular Shift (40 hrs per week/Mon-Sun., may include holidays)	[ <input type="checkbox"/> ] Temporary/Part Time Regular (Generally less than 40 hours per week/Mon-Fri)	[ <input type="checkbox"/> ] Seasonally (Employment duration is limited)
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**EXPERIENCE:**

List the positions you have held for the last 10 years, starting with your current or most recent job. Include relevant volunteer experience. Include any periods of unemployment or military service. If more space is needed, attach additional sheets of paper following the same format as below. An attached resume is not sufficient

From: Mo. / Yr.:	To: Mo. / Yr.:	Employer	Name and title of supervisor
No. Of employee(s) supervised:	Hours per week:	May we contact?	
Salary/hourly rate		Address	City State Phone No.
Position held:		Description of duties:	
Reason for leaving:			
From: Mo. / Yr.:	To: Mo. / Yr.:	Employer	Name and title of supervisor
No. Of employee(s) supervised:	Hours per week:	May we contact?	
Salary/hourly rate		Address	City State Phone No.
Position held:		Description of duties:	
Reason for leaving:			
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Salary/hourly rate		Address	City State Phone No.
Position held:		Description of duties:	
Reason for leaving:			

**APPLICATION CERTIFICATION:** Please read carefully before signing. "I hereby certify that all statements made in this application are true, complete, and correct to the best of my knowledge. I understand that any false, misstatements, or omissions of material facts herein may subject me to disqualification or dismissal from employment."

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR HUMAN RESOURCES USE ONLY**

Date Received	Reviewer	<input type="checkbox"/> Rej <input type="checkbox"/> Acc	Edu.	Exp.	Lic.	Bil.	Shift.	Type.	NMI	Other
<u>Type Speed</u>		<u>Score</u>			<u>List Date</u>			<u>Date List Expires</u>		

**THIS PORTION OF THE APPLICATION WILL NOT BE AVAILABLE TO AN INTERVIEW BOARD**

Proper conduct by City of Downey employees inspires public confidence and trust in the City. City employees are expected to demonstrate, through words and actions, the highest level of personal integrity and honesty in all professional and personal dealings. Employees are also to refrain from any perceived or actual impropriety including violating the law.

The City conducts criminal background checks on candidates to whom it makes offers of employment. Existence of a criminal record is not an automatic bar to employment.

Candidate's fingerprints are sent to state and federal agencies for a check of criminal record history.

Acceptance of the application of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense.

Convictions will be evaluated on a job related basis and will not automatically disqualify someone for further consideration. In answering this section, responses **must** include any and all minor and serious offenses resulting in conviction, regardless of their disposition.

Any omissions or false statements may be grounds for rejection of the application, removal of the candidate's name from the eligible list, and/or release from City employment.

**ARREST AND CONVICTION INFORMATION**

1. Have you ever been convicted of a breach or violation of any ordinance or law other than a minor traffic violation  YES  NO
2. If the response to Question 9 is "Yes," provide the date, offense(s), location(s) ( i.e. City/State), and disposition of the conviction(s).

**SEPARATION FROM EMPLOYMENT UNDER UNFAVORABLE CIRCUMSTANCES**

1. While on probation or on a similar type of on-the-job trial period, were you ever terminated, discharged, released, or did you resign?  YES  NO
2. Other than a layoff, have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons?  YES  NO
3. If the response to Question 11 and/or 12 is "Yes," provide the date(s), employer name(s), and explain the reason(s) for the discharge/resignation and/or failure of probation.

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**Please Complete the Following:** How did you first learn about the position with the City of Downey?

- City of Downey Website
- City of Downey Police Department Website
- City of Downey Employee
- City of Downey Police Employee
- Governmentjobs.com
- Job Interest Card via email
- Friend or Relative
- Caljobs.ca.gov (Employment Development Department)
- Library
- Jobs Available
- Posted Job Flyer
- 
- Advertisement in or on \_\_\_\_\_
- 
- Professional Resource \_\_\_\_\_
- 
- Job Fair (Where?) \_\_\_\_\_
- Monster.Com
- 
- School Placement Office (Which One?) \_\_\_\_\_
- Krikorian Theater
- 
- Other- Please Specify: \_\_\_\_\_

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The following information voluntary and is requested by the City of Downey to be used to evaluate the City's hiring practices and to prepare reports required by State and Federal law. This form will be detached from the employment application. The information contained will be kept confidential and will **NOT** be used to make a decision about employment.

**AGE:**  Under 21, please provide age \_\_\_\_\_  21 to 44  45 and Over

**GENDER:**  FEMALE  MALE

**DISABLED:** Are you disabled as defined: a person with a disability is an individual who (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; (3) is regarded as having such an impairment or medical condition.

YES  NO

**ETHNICITY/RACE:**

- Caucasian/White (Not of Hispanic or Latino Origin)
- Black or African American (Not of Hispanic or Latino Origin)
- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Two Or More Races
- Other
- No Response