



**City of Aliso Viejo
APPLICATION FOR EMPLOYMENT**

12 Journey, Suite 100
Aliso Viejo, CA 92656
Telephone (949) 425-2500
Facsimile (949) 425-3899

FOR PERSONNEL USE ONLY	
<input type="checkbox"/> Meets Minimum Requirements	<input type="checkbox"/> Continue in Process
<input type="checkbox"/> Does Not Continue in Process	<input type="checkbox"/> Does Not Meet Min. Requirements
Reviewed by: _____ Date: _____	

The City of Aliso Viejo is an Equal Opportunity Employer. We encourage all persons to file applications with us and we do not discriminate on the basis of race, color, religion, age, sex, national origin, sexual orientation, veteran status, mental, or physical disability.

<p>Print exact title of the position you are applying for _____</p> <p>Print your full name _____ (Last) (First) (Middle)</p> <p>Address _____ (Number) (Street)</p> <p>_____ (City) (State) (Zip Code)</p> <p>Telephone _____ (Work) (Home) (E-mail Optional)</p> <p>If applicable to the position, please list any languages other than English you speak, read or write fluently</p>	<p>Note: City application available on-line at www.cityofaliso Viejo.com</p> <p>Do you have a Valid Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Class: _____ State: _____ Expiration Date: _____ Number: _____</p> <p>Can you, upon hiring, submit verification of your right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Note: Such proof is required after employment.</p>
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NOTE: All job offers may be contingent upon the successful completion of a background investigation which may include, but is not limited to, a police records check, an employment history check, a DMV records check, education verification, a medical examination, and a drug screen.

1) Have you ever been convicted of a criminal offense by any court? Yes No

If yes, please explain on a separate page, listing dates, City & State, Offense, and the Penalty or Disposition. Conviction of a crime is not an automatic bar to employment. Employability will depend upon the date and nature of the offense, the job in question, and the conduct of the applicant since the offense was committed or the applicant was released from custody.

You may omit traffic violations for which the individual or cumulative fine imposed was \$300.00 or less; certain marijuana-related misdemeanor convictions more than two years old, as specified in Labor Code Section 432.8; any conviction that has been sealed, expunged or legally eradicated; any offense which was finally settled in juvenile court or referred to the youth authority; or misdemeanor convictions for which probation was completed and the case was dismissed.

2) Are you out on bail or on your own recognizance still awaiting trial for any matter? Yes No

Do you require any accommodations or specialized equipment to participate in a testing process? Yes No

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations? Yes No

If necessary, please describe what type(s) of reasonable accommodations are needed on a separate page.

Within the last 10 years, have you ever been dismissed or forced to resign from a position? Yes No

If so, please explain on a separate page:

Are you related to any current City of Aliso Viejo employee(s)? Yes No

NOTE: If you are currently related to a City employee, you cannot be considered for a position within the department your relative is employed.

Have you ever worked or attended school under a different name? Yes No

If yes, give name(s) and dates used:

EDUCATION		Name and Location of Last Grade or High School			Did you graduate from high school?	or	Do you have a GED certificate?									
Note Highest Grade Completed					Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>									
1	2	3	4	5	6	7	8	9	10	11	12	Name and Location of Colleges, Universities, Business or Trade Schools Attended	Major	Units	List Degrees or Certificates	Date Received or Expected
Professional Licenses or Certificates												List Other Job Related Training including Computer Skills				

EXPERIENCE: List your present or most recent job first. Carefully account for all recent employment (at least the last ten years), including paid and related volunteer work and military service. Attach additional sheets as necessary. **A RESUME MAY BE PROVIDED, BUT DOES NOT REPLACE COMPLETION OF THE APPLICATION.**

If you are a finalist for this position, do you object to having your present employer contacted?
If "Yes," please explain

Yes No

From ___/___/___ To ___/___/___ Month/Year Month/Year	Title of Your Position:		
Name and Address of Employer	Duties of Your Position:		
Name and Title of Supervisor			
Reason for Leaving	# Supervised (if any)	Hours per week	Salary: \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Year
From ___/___/___ To ___/___/___ Month/Year Month/Year	Title of Your Position:		
Name and Address of Employer	Duties of Your Position:		
Name and Title of Supervisor			
Reason for Leaving	# Supervised (if any)	Hours per week	Salary: \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Year
From ___/___/___ To ___/___/___ Month/Year Month/Year	Title of Your Position:		
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Name and Address of Employer	Duties of Your Position:		
Name and Title of Supervisor			
Reason for Leaving	# Supervised (if any)	Hours per week	Salary: \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Year

Please identify and explain all periods of unemployment in excess of one month during the past 10 years:

From ___/___/___ To ___/___/___ Reason for Unemployment
From ___/___/___ To ___/___/___ Reason for Unemployment

If you wish to provide additional information concerning your qualifications for this position, please attach additional sheets.

I have read and understand all the information contained in this application. I authorize the release of information concerning my qualifications, character, or prior education and employment records to the City of Aliso Viejo through inquiries to appropriate sources. I further certify that all statements made in this application are true and complete to the best of my knowledge and belief and that there are no misrepresentations, falsifications, or omissions of material fact. In addition, I understand misstatements or missing information is cause for rejection of application, removal of name from eligibility list, or if hired, dismissal from position.

Signature of Applicant

Date

To comply with Federal Requirements in the area of Equal Employment Opportunity, the City of Aliso Viejo respectfully requests that applicants voluntarily provide the following information. This information will be treated confidentially and will not result in adverse treatment of any individual. This information may be provided to State and Federal regulatory agencies. **All information is confidential, and this section will be detached from your application prior to application review.**

Last Name		First	Middle	Social Security Number		Today's Date	
Address			City	State		Zip Code	
Position Applying for				Final Filing Date		Sex	Age
How did you hear about this position?				Ethnic Background (See Reverse for definitions)			
<input type="checkbox"/> Job Bulletin	<input type="checkbox"/> Newspaper/Magazine	<input type="checkbox"/> City of Aliso Viejo Website	<input type="checkbox"/> Other Website (Be Specific): _____	<input type="checkbox"/> City Employee	<input type="checkbox"/> Job Line	<input type="checkbox"/> Job Fair	<input type="checkbox"/> Other (Be Specific): _____
<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Other		

DEFINITION OF ETHNIC ORIGINS

As prescribed by the Equal Opportunity Commission (U.S.C., Title 29, Chapter XIV, Subpart 1, Section 1602.30)

WHITE: (not of Hispanic origin) Persons having origins in any of the original people of Europe, North Africa or the Middle East.

BLACK: Persons having origins in any of the black racial groups.

HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture.

ASIAN OR PACIFIC ISLANDER: China, India, Japan, Korea, Philippines, Vietnam, and Samoa.

AMERICAN INDIAN or ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, who maintain cultural identification through affiliation or community recognition.

OTHER: Indicates specific ethnic group or national origin with which you identify