



City of
Los Banos
At the Crossroads of California

Employment Application Acceptance Policy

A detailed employment application form is necessary to insure an accurate evaluation. **ALL EMPLOYMENT APPLICATIONS MUST BE COMPLETED IN INK OR BY TYPEWRITER.**

Please keep in mind that **ACCEPTANCE OF YOUR EMPLOYMENT APPLICATION WILL DEPEND ON THE COMPLETENESS AND APPLICABILITY OF THE INFORMATION YOU PROVIDE.**

The section titled “Employment Experience” must be filled in completely. **PLEASE DO NOT ATTACH A RESUME WITH A NOTATION ON YOUR APPLICATION TO “SEE ATTACHED RESUME”.**

If you are applying for more than one position, you **must** submit an application for each position.

Certain positions will require typing certificates; however, no online typing certificates will be accepted.

Remember to sign and date your application; and just above the signature line there are two questions that **must** be completed or your application will not be accepted.

All applicants will be notified by mail within two (2) weeks of the final filing date.

If you have any questions regarding this policy, please contact the Human Resources Division at (209) 827-7000 ext. 124.

City of Los Banos
APPLICATION FOR EMPLOYMENT

Mailing Address of all Departments
 520 J Street • Los Banos, CA 93635
 (209) 827-7000 • www.losbanos.org

Check Department for which you are applying

- | | |
|----------------------|------------------------------|
| _____ Administration | _____ Finance |
| _____ Redevelopment | _____ Planning |
| _____ Public Works | _____ Information Technology |
| _____ Fire | _____ Police (209) 827-7070 |

FOR OFFICE USE ONLY

••••• **WE ARE AN EQUAL OPPORTUNITY EMPLOYER** •••••

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

NAME				POSITION FOR WHICH YOU ARE APPLYING:			
<small>(Last Name)</small>		<small>(First Name)</small>		<small>(Middle Name)</small>		<small>(Give Exact Title Shown on Announcement)</small>	
HOME ADDRESS				PHONE			
<small>(Number)</small>	<small>(Street)</small>	<small>(City)</small>	<small>(State)</small>	<small>(Zip)</small>	<small>(Area Code)</small>	<small>(Number)</small>	
Are you Currently Employed? <input type="checkbox"/> YES <input type="checkbox"/> NO				May we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Driver's License #: _____				State: _____		Expiration Date: _____	

Education

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a GED High School Level Certificate? YES NO

Name of High School: _____ Location: _____

Date Graduated: _____

	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
College				
Other (Specify)				

APPLICANTS WITH DISABILITIES WHO MAY NEED REASONABLE ACCOMMODATIONS FOR TESTING AND/OR EMPLOYMENT ARE ENCOURAGED TO REQUEST SUCH ACCOMMODATIONS

• PLEASE COMPLETE ALL PORTIONS OF REVERSE SIDE •

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude information which indicates race, color, religion, gender, national origin, disabilities or other protected status.

Employer _____ Address _____ City & State _____ Telephone # _____ Type of Business _____ Your duties were? _____	Employment Period From _____ To _____ Total Years _____	Salary Highest _____ Lowest _____	Reason for Leaving (be specific) _____ _____ _____
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Employer _____ Address _____ City & State _____ Telephone # _____ Type of Business _____ Your duties were? _____	Employment Period From _____ To _____ Total Years _____	Salary Highest _____ Lowest _____	Reason for Leaving (be specific) _____ _____ _____
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Employer _____ Address _____ City & State _____ Telephone # _____ Type of Business _____ Your duties were? _____	Employment Period From _____ To _____ Total Years _____	Salary Highest _____ Lowest _____	Reason for Leaving (be specific) _____ _____ _____
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Describe any specialized training, apprenticeship, skills and extra-curricular activities _____

References

Name _____ Address _____	Phone # _____
Name _____ Address _____	Phone # _____
Name _____ Address _____	Phone # _____

All applicants who are offered a position with the City of Los Banos will be live scanned and must successfully pass a criminal background check prior to employment. Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. Do not include: (a) Any arrest or detention which did not result in conviction, (b) any conviction for which the records have been judicially ordered sealed, expunged, or statutorily eradicated, (c) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Penal Code Section 1203.4, (d) any arrest for which a pretrial or post-trial diversion program has been successfully completed, (e) convictions more than two years old for violation of Health & Safety Code Sections 11357(b) or (c), (f) traffic violations under \$150.00, and (g) convictions prior to 1976 for violation of Health & Safety Code Sections 11364, 11365 and 11550, as related to marijuana.

Have you ever been convicted as an adult of a crime other than a minor traffic violation? Yes No
 Have you been arrested for and charged with a crime for which you are currently out on bail or on your own recognizance pending trial? Yes No

If you answered YES to either of the above questions, attach an additional sheet and give (1) the date, (2) the charge or offense, (3) the City and State, (4) the court, and (5) the action taken. Failure to list all convictions other than those excluded above may disqualify you from further consideration.

I hereby certify that all statements made on this application are true and complete, and that any misstatements of material facts will subject me to disqualification or dismissal

DATE _____ FULL SIGNATURE _____