



**APPLICATION FOR EMPLOYMENT
CITY OF RIPON
AN EQUAL OPPORTUNITY EMPLOYER**

The City of Ripon is committed to the principles of equal opportunity and nondiscrimination in all employment practices. This means that applicants and employees are considered only on the basis of their qualifications and potential regardless of race, color, ancestry, religion, sex, national origin, marital status, age, mental or physical disability, or perceived disability, medical condition, pregnancy-related condition, sexual orientation, or political affiliation or belief. For more information, contact the Personnel Department.

Please answer all questions accurately. All statements are subject to verification and incorrect statements may bar or remove you from employment. Please print or type the requested information on this application. A resume is required in addition to a completed application. An incomplete application will not be considered.

RETURN COMPLETED APPLICATION TO:

PERSONNEL DEPARTMENT
259 N. Wilma Avenue
Ripon, CA 95366
(209) 599-2108

POSITION APPLYING FOR:

CHECK EACH TYPE OF WORK YOU WILL ACCEPT:

Full-Time Temporary Night Weekend
Part-time

ARE YOU AT LEAST 18 YEARS OF AGE?

YES NO

1. Name: _____

2. Present address: _____
(Street)

(City) (State) (Zip)

3. Phone: _____ How did you learn about the job? _____

4. Email Address: _____

5. Have you ever applied for a position with the City of Ripon? Yes No

If so, what position? _____ When? _____

6. Are you a veteran of the U.S. military service? Yes No

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

8. Drivers License _____
(Number) (Class) (State) (Expiration Date)

EDUCATION & TRAINING

<u>CIRCLE HIGHEST GRADE COMPLETED</u>		<u>NAME OF HIGH SCHOOL & LOCATION</u>		<u>GRADUATE?</u>		
HIGH SCHOOL: 9 10 11 12 COLLEGE: 1 2 3 4				YES NO GED		
<u>NAME OF COLLEGE, BUSINESS, OR TRADE SCHOOL ATTENDED</u>	<u>CITY/STATE</u>	<u>MAJOR/SUBJECT</u>	<u>UNITS COMPLETED</u>	<u>DEGREE/CERTIFICATES EARNED</u>		

Professional License, certificate, credential, or other qualifying education or training:

EMPLOYMENT

List your present job first, then list all other jobs in order, working down from most recent. Use a separate block for each job title held even if held within the same organization. List experience for the past 10 years, and earlier experience which may pertain to the position in which you are applying for. Use additional sheets if necessary. List any job related volunteer experience you may have had. If hours worked per week varied, give average. **RESUMES WILL NOT BE ACCEPTED IN LIEU OF THE REQUIREMENTS OF THIS SECTION.**

EMPLOYER'S NAME:	START DATE:	FINAL DATE:
TITLE OF YOUR POSITION:	TELEPHONE NUMBER:	SUPERVISOR:
ADDRESS OF EMPLOYER:		MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>
HOURS PER WEEK:	REASON FOR LEAVING:	
DESCRIBE YOUR DUTIES:		

EMPLOYER'S NAME:	START DATE:	FINAL DATE:
TITLE OF YOUR POSITION:	TELEPHONE NUMBER:	SUPERVISOR:
ADDRESS OF EMPLOYER:		MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>
HOURS PER WEEK:	REASON FOR LEAVING:	
DESCRIBE YOUR DUTIES:		

EMPLOYER'S NAME:	START DATE:	FINAL DATE:
TITLE OF YOUR POSITION:	TELEPHONE NUMBER:	SUPERVISOR:
ADDRESS OF EMPLOYER:		MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>
HOURS PER WEEK:	REASON FOR LEAVING:	
DESCRIBE YOUR DUTIES:		

Certificate of Applicant: I hereby certify that all statements made on or in connection with this application are true. I understand and agree that any misstatements or omission of material facts may cause forfeiture of my eligibility for employment by The City of Ripon. By signing this application I authorize the City to complete any background check necessary for employment. I understand that this application is not intended to be a contract of employment.

Signature

Date