



# CITY OF RANCHO SANTA MARGARITA

## EMPLOYMENT APPLICATION

22112 EL PASEO • RANCHO SANTA MARGARITA, CA 92688  
(949) 635-1800 (949) 635-1840 (FAX)  
AN EQUAL OPPORTUNITY EMPLOYER

### INSTRUCTIONS: PLEASE READ CAREFULLY

This application is the initial part of the examination process. Read the Employment Opportunity Announcement thoroughly and note the job requirements. **PRINT** in ink or use either a computer or typewriter to complete this application. Incomplete or illegible applications may be **DISQUALIFIED**. Fill out this application completely. Clearly state your qualifications. If a question does not apply to you, write N/A. A separate application is required for each position in the City. Avoid any reference to religion, politics, race, sex, or other non-job related traits. A completed City of Rancho Santa Margarita employment application is required. A resume may also be included, but may not be substituted for a completed City application. The application and all attached documents become property of the City of Rancho Santa Margarita and will not be returned. Applications received after the final filing date will not be accepted.

### POSITION APPLYING FOR:

LAST NAME FIRST NAME M.I. ( ) AREA CODE HOME PHONE ( ) AREA CODE CELL PHONE  
STREET ADDRESS CITY STATE ZIP

### EDUCATION AND TRAINING

CIRCLE HIGHEST GRADE COMPLETED IN HIGH SCHOOL: 9 10 11 12 DID YOU RECEIVE A HIGH SCHOOL DIPLOMA?  YES  NO  G.E.D.

NAME AND ADDRESS OF SCHOOLS	DID YOU GRADUATE?	DEGREE	MAJOR SUBJECTS	UNITS COMPLETED (IF NO DEGREE)
HIGH SCHOOL:				
COLLEGE/UNIVERSITY:				

SPECIAL TRAINING, CERTIFICATES AND/OR LICENSES WHICH DIRECTLY RELATE TO POSITION APPLYING FOR:

### PERSONAL INFORMATION

Do you possess a valid California Driver's License?  Yes  No

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

Have you ever applied for another position with the City of Rancho Santa Margarita?  Yes  No (If Yes, list job title and date applied)

Have you ever been discharged or forced to resign from any position?  Yes  No (If Yes, please explain)

Are you related to any employee of the City of Rancho Santa Margarita?  Yes  No (If Yes, please explain)

Have you ever been convicted of a crime other than a traffic violation?  Yes  No (If Yes, please explain)

A "Yes" answer will not constitute an automatic bar to employment. Factors such as age, time of the offense, seriousness, nature of the violation, and rehabilitation will be considered.

Can you perform the essential functions and duties of this position with or without reasonable accommodations?  Yes  No

(If No, describe duties that cannot be performed with or without reasonable accommodations. Refer to Employment Opportunity Announcement.)

### EXPERIENCE

List all positions you have held in the last 10 years. Account for volunteer, part-time, military, periods of unemployment, etc. List each change of title or promotion separately. Resumes may be attached but **WILL NOT** be acceptable in lieu of **COMPLETE ANSWERS**. Start with your present or most recent position and work backwards. Attach additional sheets as necessary.

FROM	TO	JOB TITLE	NO. OF EMPLOYEES SUPERVISED
EMPLOYER NAME & ADDRESS:		JOB DUTIES	
SUPERVISOR NAME & TITLE:			
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		REASON FOR LEAVING:	
TELEPHONE: ( )		HIGHEST MONTHLY SALARY:	HOURS/WK:

FROM	TO	JOB TITLE	NO. OF EMPLOYEES SUPERVISED
EMPLOYER NAME & ADDRESS:		JOB DUTIES	
SUPERVISOR NAME & TITLE:			
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		REASON FOR LEAVING:	
TELEPHONE: ( )		HIGHEST MONTHLY SALARY:	HOURS/WK:

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EMPLOYER NAME & ADDRESS:		JOB DUTIES	
SUPERVISOR NAME & TITLE:			
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		REASON FOR LEAVING:	
TELEPHONE: ( )		HIGHEST MONTHLY SALARY:	HOURS/WK:

### **AGREEMENT: PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that all statements made in this Application are true and complete, and I authorize investigation of all matters herein contained. I agree and understand that any misrepresentation or commission of a material fact may be justification for rejection of my Application, refusal of employment, removal of my name from an Eligibility List, and/or dismissal from employment with the City of Rancho Santa Margarita. I authorize the employers, schools and persons named above to provide any additional information regarding my qualifications and character, including, but not limited to, statements and documents, and I hereby waive my right to bring any legal action whatsoever for release of any information regarding my part. I hereby release said employers, schools or persons from all liability for any damages caused by issuing this information, whether or not I agree with the information furnished. I fully understand that this application does not constitute an expressed or implied contract.

SIGNATURE

DATE

**VOLUNTARY STATISTICAL INFORMATION**

To further its commitment to Equal Employment Opportunity, the City of Rancho Santa Margarita requests that applicants voluntarily provide the following information. This information will be detached from the application and will be utilized for research purposes only. Your cooperation is essential to the success of this program. All information is confidential.

NAME \_\_\_\_\_ POSITION APPLYING FOR \_\_\_\_\_ DATE \_\_\_\_\_

**ETHNIC ORIGIN - PLEASE CHECK ONLY ONE:**

- 1. \_\_\_\_\_ White: Caucasian, Anglo-Saxon.
- 2. \_\_\_\_\_ Black: African, Jamaican, Trinidadian, West Indian.
- 3. \_\_\_\_\_ Hispanic: Mexican, Chicano, Latin American, Puerto Rican, Cuban and persons from Central or South America or other Spanish cultures.
- 4. \_\_\_\_\_ Asian: Chinese, Japanese, Korean, Pacific Islander, Thai, and Polynesian.
- 5. \_\_\_\_\_ American Indian: Aleut, Eskimo and persons who identify themselves or are known as such by virtue of tribal association.
- 6. \_\_\_\_\_ Filipino.
- 7. \_\_\_\_\_ Other (Please specify): \_\_\_\_\_

AGE \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

How did you first learn of this employment opportunity?

- Orange County Register     L.A. Times     Jobs Available     Western City     Friend
- City's Website     Saw Announcement Posted    Where Posted? \_\_\_\_\_

If you first learned of this opportunity in another way, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the City of Rancho Santa Margarita, I hereby authorize past employers and educational institutions to provide information about my work and educational history for use in determining my qualifications for this position. I understand that this authorization for the release of information shall remain in effect for a period of up to one year from the date signed.

You may release or verify the following (please circle the categories that can be released):

Any information requested      OR

Current & Past Employers:

Salary History  
Dates of Employment  
Positions Held  
Duties and Responsibilities  
Attendance Record  
Reason(s) for Leaving (if applicable)

Educational Institutions:

Years of Attendance  
Degree(s) Attained  
Transcript(s)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_