

RETURN TO:
 CITY OF BRENTWOOD
 Human Resources
 708 Third Street
 Brentwood, CA 94513
 (925) 516-5191
 Job Hotline: (925) 516-5188
 www.ci.brentwood.ca.us



For City Use Only		
Date Received		
Not Acceptable		
Late	Incomp	Ed/Expr

TYPE OR PRINT IN INK

Employment Application

**APPLICATION MUST BE COMPLETED BY THE INDIVIDUAL APPLYING FOR EMPLOYMENT
 A RESUME WILL NOT SUBSTITUTE FOR THE INFORMATION REQUESTED
 FAXES, POSTMARKS AND E-MAILS ARE NOT ACCEPTED**

Applications submitted are subject to rejection if they are incomplete and/or do not meet the qualifications listed in the job announcement. Please check the job announcement to see if a **supplemental questionnaire** is required. Notify the Human Resources Office by the recruitment closing date if you require reasonable accommodation in the testing process. **Keep a copy of your completed application for your records.**

Position Applying For: _____

Print Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Home Phone () _____ Business / Alternate () _____ E-Mail _____

Full Time Part Time Seasonal Temporary Driver's License No. _____ State _____ Class _____

Are you available for work on weekends and/or evenings?..... Yes No
 Are you available for overtime?..... Yes No
 Do you have adequate transportation to and from work?..... Yes No

If hired, what date can you start work?..... _____

Have you ever applied to or worked for the City of Brentwood?..... Yes No
 If yes, when? _____

Do you have any relatives working for the City of Brentwood?..... Yes No
 If yes, state name(s) and relationship: _____

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age) Yes No
 If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No
 Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?..... Yes No
 If no, please describe the functions that cannot be performed: _____

NOTE: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Upon hire you may be subject to passing a medical examination, and to skill and agility tests.

Have you ever pled guilty or "no contest" to, or been convicted of, a misdemeanor or felony?..... Yes No
 If yes, please give the date(s) and details: _____

NOTE: Answering "Yes" to this question does not constitute an automatic bar to employment. Each case is considered on its own merits. Do not include minor traffic infractions, convictions where the record has been sealed or expunged, any conviction where probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to any participation in any pre-trial or post-trial diversion programs. This question does not apply to marijuana-related convictions under California Health and Safety Code sections 11357(b), 11357(c), 11360(b), 11364, 11365, or 11550 if more than two years have passed from the date of conviction.

EDUCATION, TRAINING AND EXPERIENCE

School Name (insert school name(s) below)	Years Completed (Circle One)	Diploma/Degree	Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
High School:	9 10 11 12			
College/University:	13 14 15 16			
Graduate/Professional:	17 18			
Other:				

Describe fully any job-related skills, knowledge, special training, certificates or licenses you may possess: _____

Do you speak, read or write any foreign languages?..... Yes No
 If yes, which language(s)? _____

Veteran's Preference – Do you wish to claim Veteran's Preference? Yes No (Please indicate your discharge date _____)

If separated from active duty, you may be entitled to Veteran's Preference. To be considered, you must submit a copy of your discharge papers (DD214).

Have you ever been terminated or asked to resign from any job?..... Yes No

If yes, state employer(s) and reason(s): _____

EXPERIENCE – Please list the names of your present and previous employers over the last 10 years with present or last employer listed first. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. Omitted information will not be considered or assumed. (Add additional page(s) if necessary)

Title:	Employer's Name, Address & Phone #	Duties:
↓ Month Day & Year ↓		
From:		
To:		
# Hrs per Week:	Supervisor's Name:	Reason for Leaving:
# People Supervised:	Supervisor's Title:	
Monthly Salary:	Supervisor's Phone #:	
Title:	Employer's Name, Address & Phone #	
↓ Month Day & Year ↓		
From:		
To:		
# Hrs per Week:	Supervisor's Name:	Reason for Leaving:
# People Supervised:	Supervisor's Title:	
Monthly Salary:	Supervisor's Phone #:	
Title:	Employer's Name, Address & Phone #	
↓ Month Day & Year ↓		
From:		
To:		
# Hrs per Week:	Supervisor's Name:	Reason for Leaving:
# People Supervised:	Supervisor's Title:	
Monthly Salary:	Supervisor's Phone #:	
Title:	Employer's Name, Address & Phone #	
↓ Month Day & Year ↓		
From:		
To:		
# Hrs per Week:	Supervisor's Name:	Reason for Leaving:
# People Supervised:	Supervisor's Title:	
Monthly Salary:	Supervisor's Phone #:	

REFERENCES: Please list three persons, other than relatives and previous employers (include name, address and phone)

1. _____
2. _____
3. _____

I declare that all statements contained in this application are true and that any misrepresentation or omission may result in rejection of my application and/or termination of my employment at any time. I hereby authorize the City to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I hereby release the City, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Signature of Applicant

Date

The City of Brentwood is 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, or any other legally protected status.

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

APPLICANT: Please complete this form and submit it with your application. The completed form is confidential and will be separated from your application. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our Equal Employment Opportunity policy and recruitment efforts.

Title of position you are applying for: _____

Reasonable accommodation requests may be made at any stage of the recruitment and selection process. If you require reasonable accommodation, please contact the Human Resources Office to request such accommodation.

How did you learn of this recruitment? (Please check only one)

- City of Brentwood Employee
- City Website
- City Job Hotline
- Newspaper or Publication _____
- Community Organization
- Direct Mailer
- Internet (other than City website)
- Other _____

Please indicate gender: Male Female

Are you age 40 or above? Yes No

Please indicate ethnic origin – Please check **only one**:

- White – Not of Hispanic origin (all persons having origin in Europe, North Africa or the Middle East, includes Spain and Portugal)
 - Black – Not of Hispanic origin (all persons having origins in any of the Black racial groups in Africa)
 - Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture of origin, regardless of race
 - Asian / Pacific Islander – All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, and Samoa
 - American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
 - Other / Bi-racial – Persons who do not identify with any of the above categories or who have mixed or unknown racial/ethnic origins
-



SUPPLEMENT TO APPLICATION FOR PART-TIME EMPLOYMENT

PLEASE ANSWER ALL OF THE QUESTIONS. INCOMPLETE RESPONSES WILL BE CAUSE FOR REJECTION OF THE APPLICATION.

- If the position for which you are applying requires a minimum age of 16, 17, or 18 at time of final filing date, complete **one** of the following:

- I am under 16 years of age
- I am 16 years of age
- I am 17 years of age

- I am 18 years of age
- I am over 18 years of age

- In addition to paid work described in the application, list volunteer work you have done that relates to the position for which you are applying:

Agency or Firm	City	Dates		Estimated Total Hours
		From	To	
1.				
2.				
3.				

- For all applications, regardless of which job you are applying for, indicate which of the following certificates do you currently possess?

1. FIRST AID:

- Standard Multi-Media
- Standard First Aid
- Advanced First Aid
- Currently enrolled in: _____

Expiration date: _____
 Expiration date: _____
 Expiration date: _____
 Completion date: _____

2. CARDIOPULMONARY RESUSCITATION (CPR):

- American Red Cross
- American Heart Association
- Currently enrolled in: _____

Expiration date: _____
 Expiration date: _____
 Completion date: _____

3. WATER CERTIFICATION:

- Lifeguard Training or Basic Lifeguarding
- Water Safety Instructor
- Currently enrolled in: _____
- Title 22 _____

Expiration date: _____
 Expiration date: _____
 Completion date: _____

Penal Code Section	Description	Conviction? Yes or No	Conviction Date, City and State
261.5	Statutory Rape		
262	Spousal Rape		
264.1	Aiding and abetting rape or acting in concert with another to commit rape		
273(a)	Misdemeanor child abuse/endangerment		
273(d)	Felony child abuse/endangerment		
273.5	Spousal Abuse		
285-289	Incest; sodomy; sexual assault on animal; lewd and lascivious acts with minor		
289(a)	Sexual penetration accomplished against victim by force, violence, duress, menace, fear of immediate bodily injury, or threat of retaliation		
290	Registered sex offender		
451(a) & (b)	Arson		
460(a)	First Degree Burglary		
518	Extortion which constitutes a felony under 186.22PC		
4500	Assault by a Life Prisoner		
4501	Assault by a Prisoner		
4503	Holding a hostage by a Prisoner		
12308-12310	Igniting or exploding a destructive device with intent to commit murder or which causes great bodily harm		
-----	Any felony punishable by death or life imprisonment		
-----	Any felony involving great bodily injury or using a firearm		

DECLARATION

I, (Print Name) _____, in seeking to be hired by City of Brentwood for employment at, or hired by City of Brentwood as a volunteer to perform services at, any park, playground or recreational center used by City of Brentwood for recreational purposes, in a position having supervisory or disciplinary authority over any minor, hereby declare under penalty of perjury that the information provided above is true and correct and that this declaration is executed at:

(City) _____, California on (date) _____, (year) _____

I acknowledge and agree that should any of my answers to the foregoing questions be subsequently determined to be false and not true, City of Brentwood can immediately terminate my employment by it or cease allowing me to perform voluntary services, without notice.

I hereby agree to indemnify and hold harmless City of Brentwood, its directors, agents and employees, from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of termination of my or my minor child's employment and/or termination of my or my minor child's volunteer services rendered to City of Brentwood which may occur should any of my answers to the foregoing questions be subsequently determined to be false and not true and/or untrue.

Applicant/Volunteer Signature

Date

Parent/Legal Guardian Signature
(if applicant/volunteer is younger than 18 years)

Date

Supervisor Signature

Date