



EMPLOYMENT APPLICATION TOWN OF DANVILLE

HUMAN RESOURCES

510 La Gonda Way
Danville, CA 94526

(925) 314-3356 or 3376 Fax: (925) 838-0797

Visit our website at: www.danville.ca.gov

AN EQUAL OPPORTUNITY EMPLOYER

PLEASE TYPE OR PRINT IN INK....

Incomplete or illegible applications will not be accepted

POSITION APPLIED FOR: _____ DATE: _____
(Print exact title)

NAME: _____ SOCIAL SECURITY NO.: _____
First Middle Last

ADDRESS: _____ TELEPHONE: _____
Number Street City State Zip Home: _____

E-Mail Address: _____ Work: _____

Other names you have used or are known by _____

NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY:

Name	Address	Phone

If hired, can you provide evidence of legal right to work in the U.S.A.? YES NO

Are any relatives employed by the Town of Danville? YES NO

Will you accept temporary work? YES NO Part Time: YES NO

Have you been informed about the requirements of the job for which you are applying (a job description or job flyer)? YES NO

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? YES NO

Have you ever received workers' compensation disability insurance or other benefits on account of a permanent injury or disability, which would make you incapable of performing the essential duties of the job for which you are applying? YES NO

Have you ever been convicted of any crime which resulted in imprisonment, probation, or the payment of a fine of \$100 or more? (a yes answer does not automatically disqualify you)? YES NO IF YOUR ANSWER IS YES, PLEASE EXPLAIN on a separate sheet of paper, when, where and the disposition of the case. (Convictions that have been sealed, expunged, or statutorily eradicated need not be listed)

SPECIAL QUALIFICATIONS

List licenses, certificates and/or registrations required for this job.

TITLE	DATE ISSUE	DATE EXPIRES	NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COMPUTER SKILLS:

Place a "X" in each computer program you have experience in using:

Word Excel PowerPoint Access Outlook Others _____

Typing WPM _____

If a driver's license is essential for this job, do you have a valid California Driver's License? YES NO

IF YES, License No. _____ Expiration Date _____

EDUCATION & TRAINING:

Check Highest Grade Completed	8	9	10	11	12	G.E.D.	College	1	2	3	4	Grad Work:	Yes	No
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Colleges or Universities attended	Location	Nr. Of Units Completed Semesters / Quarters	Major Subject	Degree Obtained
		/		
		/		
		/		

EMPLOYMENT RECORD: Begin with present or most recent position. List work record for past ten years, and include any other pertinent experience. Please complete employment history on application and attach resume or additional sheets if necessary.

Name of Employer:**Title of Position:**

From: Month/Yr /	To: Month/Yr /	Total No. Months:	Starting Salary \$	Final Salary \$	Reason for Leaving	Supervisor Name/Title/Phone nr.

Your duties were:

Name of Employer:**Title of Position:**

From: Month/Yr /	To: Month/Yr /	Total No. Months:	Starting Salary \$	Final Salary \$	Reason for Leaving	Supervisor Name/Title/Phone nr.

Your duties were:

Name of Employer:**Title of Position:**

From: Month/Yr /	To: Month/Yr /	Total No. Months:	Starting Salary \$	Final Salary \$	Reason for Leaving	Supervisor Name/Title/Phone nr.

Your duties were:

May we contact your present employer as to your character, qualifications, etc.? Yes No

I hereby certify that all statements made herein or otherwise by me in applying for a position of employment with the Town of Danville are true and correct. I authorize the Town to make an investigation of any of the facts set forth in this application. I understand and agree that my misstatement or omission of material fact will cause forfeiture of my rights to employment by the Town of Danville. I understand that employment is contingent upon my provision of written verification of my identity and legal right to work in the United States.

DATE _____ SIGNATURE _____

TOWN OF DANVILLE SUPPLEMENTAL QUESTIONNAIRE

TITLE OF POSITION APPLIED FOR: _____ DATE: _____

In accordance with Section 1233 of the State Government Code and Section 1420 of the State Labor Code, the information requested below will be used for statistical purposes only. It will enable Human Resources to evaluate the recruitment process for compliance with federal and state equal employment opportunity laws. This information is requested on a voluntary basis and will not be retained as part of your application. If you have any questions regarding this request, please contact Human Resources. **Your application will be processed whether or not you complete these questions.** Thank you for your assistance.

MALE

FEMALE

JOB SOURCE INFORMATION

Please indicate where you learned of this job vacancy:

Town of Danville Web Site

Interest Card Received/Walk-in to Human Resources.

Newspaper (Please Specify) _____

Job Flyer Posted at Another Agency

State Employment Office

Professional Journal or Publication (Please Specify) _____

College Placement Service

Friend or Relative

Other (Please Specify) _____

ETHNIC CATEGORY

AMERICAN INDIAN The category "Native American" - having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

ASIAN The category "Asian" - having origins in the Far East, Southeast Asia and Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea and Samoa.

BLACK The category "Black" - includes Black, Afro-American, persons of Jamaican, Trinidadian, and West Indian descent and having origins in any of the Black racial groups of Africa.

FILIPINO The category "Filipino" - having origins in the Philippine Islands.

HISPANIC The category "Hispanic" - having origins in Mexico, Puerto Rico, Cuba, Central or South America or Spanish culture or origin, regardless of race.

WHITE The category "White" - having origins in Europe, North Africa or the Middle East.

OTHER (Please specify) _____

SIGNATURE