



CITY OF WESTMORLAND EMPLOYMENT APPLICATION

355 South Center Street, P.O. Box 699, Westmorland, CA 92281
(760)344-3411

RESUME NOT ACCEPTED IN LIEU OF APPLICATION. FAILURE TO COMPLETE ALL ITEMS ON THIS APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THE RECRUITMENT PROCESS.

NOTE: Applications are not accepted unless position is open for recruitment with the City.

A copy of the City's Job/Grade Classification and Salary Schedule for all positions is available in the City's website.

POSITION APPLIED FOR: _____
(Give the exact title as listed on the job announcement)

PERSONAL INFORMATION:

Last Name: _____ First Name: _____ Middle Name or Initial: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Cell Phone Number: _____ Home Phone Number: _____ Email Address: _____

How did you hear about this position? _____

List any other name(s) you may have used while working? _____

OTHER INFORMATION (Answer all questions and explain "Yes" answers in space provided)

Have you previously been employed by the City? Yes ___ No ___

If yes, list positions and dates: _____

Are you related to any employee and/or elected official of the City? Yes ___ No ___

If yes, list names and relationship: _____

Prior to employment, each new employee of the City of Westmorland must sign the Oath of Allegiance required of all public employees by Section 3 Article XX of the Constitution of the State of California. Is there any reason why you cannot sign this Oath of Allegiance? Yes ___ No ___

If yes, please explain: _____

Do you possess a valid California driver's license? Yes ___ No ___ Class A ___ B ___ C ___ M ___

Are you fluent in any language in addition to English? Yes ___ No ___
If yes, please specify:

Language(s) _____

Understand _____ Speak _____ Write _____ Read _____

EDUCATIONAL INFORMATION:

Do you possess a high school diploma or equivalent? Yes ___ No ___

In order for the City to consider the education listed below as part of your qualifications for the position you are applying for, you must attach a copy of your college transcript (from an accredited institution), degree, license, certificate or diploma with your application. In addition, foreign degrees must have U.S. equivalent report. Failure to include this information may result in your application being disqualified.

Name of High School, College, University, Vocational School or Institute	Major or Course of Study	Years Completed	# Units Completed	Name of Degree	Date of Degree or Completed Units

List of all Professional Registrations, Licenses or Certificates, Membership in Professional Organizations:

EMPLOYMENT HISTORY:

List your complete employment history for the last ten (10) years beginning with your most recent employment. List all experience, paid or voluntary, related to the position. Resumes will NOT be accepted in lieu of a completed application. Resumes will only be reviewed if they supplement the information provided in the spaces. Additional sheets can be added if needed.

Dates Employed From: _____ To: _____ Total Years/Months: _____ _____ Hours Per Week: _____ _____ May we contact your current Employer? Yes ___ No ___	NAME OF EMPLOYER: _____ ADDRESS: _____ PHONE NUMBER: _____ JOB TITLE: _____ DUTIES: _____ _____ _____ SUPERVISOR'S NAME/TITLE: _____ REASON FOR LEAVING: _____
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IMPORTANT NOTICE REGARDING EMPLOYMENT:

At time of hire, City employees must meet the documentation requirements of Immigration Reform and Control Act of 1986. Employment with the City of Westmorland doe not occur until the Appointing Authority and the Director of Human Resources sign and file a formal document appointing the applicant a job position following successful completion of all employment, including a medical evaluation. For certain "sensitive" positions, the medical evaluation will include testing for drugs and alcohol. Any information obtained after a conditional offer is made but before the formal document is filed may also constitute grounds for withdrawal of the conditional offer.