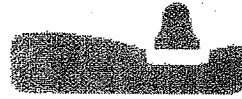


City of San Luis Obispo



Phone (805) 781-7250
 Job Hotline (805) 781-7153
 e-mail address employment@slcity.org

Application for Employment

An Equal Opportunity
 Affirmative Action
 Employer

Position Applied For:

Return application to: City of San Luis Obispo, Department of Human Resources 990 Palm Street, San Luis Obispo, CA 93401

General Information

Name: Last, First, Middle Initial

Address: Number, Street, Apartment or Space Number

Business Telephone

City, State, Zip Code

Home Telephone

E mail

Where did you learn of this opening?

Are you willing to work:

Full Time..... Yes No

Temporary..... Yes No

Part Time..... Yes No

Weekends & Holidays..... Yes No

Nights..... Yes No

Education and Training

High School Graduate? Yes No

Receive G.E.D.? Yes No

Name and Location of Trade or Vocational Schools, Colleges, Universities, Apprenticeship or Training Programs Attended	# of Units		List Degrees or Certificates Earned	Graduated		Major
	Sem.	Qtr.		Yes	No	

If this position requires a specific license or certificate, please indicate.

Certificate of Training

License or

or Professional Registration

Registration No.

Date Issued/Expires

If this position requires typing skills, please indicate speed Typing WPM

Computer Skills; List programs in which you are proficient:

Name _____

Experience

List all periods of employment and unemployment starting with the most recent and working back. Start with present employment, including employment with the City. Indicate any discharge or forced resignation. List periods of U.S. Military Service and previous service with the City of San Luis Obispo regardless of when they occurred. List separately different positions with the same employer. Give complete information- A RESUME DOES NOT SUBSTITUTE FOR THIS SECTION. If you need additional space you can e-mail additional sheets, using this format.

From	To	Title	Number of hours worked per week	Number of employees you supervised
Company or Employer's Name and Address		Duties of Your Position		
Name and Title of Supervisor			Salary \$	
Reason for leaving or wanting to leave if presently employed			<input type="checkbox"/> Hour <input type="checkbox"/> Mo. <input type="checkbox"/> Week	
Currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, may we contact present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give phone
From	To	Title	Number of hours worked per week	Number of employees you supervised
Company or Employer's Name and Address		Duties of Your Position		
Name and Title of Supervisor			Salary \$	
Reason for leaving			<input type="checkbox"/> Hour <input type="checkbox"/> Mo. <input type="checkbox"/> Week	
From	To	Title	Number of hours worked per week	Number of employees you supervised
Company or Employer's Name and Address		Duties of Your Position		
Name and Title of Supervisor			Salary \$	
Reason for leaving			<input type="checkbox"/> Hour <input type="checkbox"/> Mo. <input type="checkbox"/> Week	
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From	To	Title	Number of hours worked per week	Number of employees you supervised
Company or Employer's Name and Address		Duties of Your Position		
Name and Title of Supervisor			Salary \$	
Reason for leaving			<input type="checkbox"/> Hour <input type="checkbox"/> Mo. <input type="checkbox"/> Week	

Name _____

CONDITIONS OF EMPLOYMENT

Before date of hire, applicant may be required to pass a physical examination and will be required to - submit proof of U.S. Citizenship or legal right to remain and work in U.S.
- submit proof of age
- be fingerprinted

Please insert any additional information in your application which you feel will help us in our evaluation of your qualifications. Before you submit your application to the Department of Human Resources, recheck your application to make sure that it is correct and complete. Thank you for your interest in employment with the City of San Luis Obispo.

ADDITIONAL INFORMATION

Provide any additional information pertinent to this position. Include affiliations, volunteer activities, certificates of professional or vocational competence or licenses, or the ability to use specialized tools or equipment or office machines related to the job

TRAFFIC CITATIONS

Do you hold a valid Driver's License? Yes No

State Class Number Expiration Date

Have you had any traffic violations (other than parking) in the last seven years? Yes No

List below all court convictions for minor traffic violations (signals, turns, stop signs, etc. excluding those where the fine or bail was \$35 or less) which occurred during the last three years and all major violations (drunk driving, hit & run, reckless driving, etc.) which occurred during the last seven years.

Violation	Violation	Violation
Date	Date	Date
Place	Place	Place
Sentence/Fine	Sentence/Fine	Sentence/Fine

CONVICTION RECORD (required for all employees)

Acceptance of the application of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job related basis and will not automatically disqualify someone for further consideration. Answer this section truthfully, including both minor and serious offenses of which you were convicted. Any omissions may be grounds for rejection of the application, removal of name from the eligible list or dismissal from position.

Have you ever been convicted of a breach or violation of any ordinance or law other than a minor traffic violation? Yes No

If yes, provide the information requested below for each conviction. Be specific, give name and code number of offense, not simply misdemeanor or felony.

Offense	Offense	Offense
Date	Date	Date
Place	Place	Place
Sentence/Fine	Sentence/Fine	Sentence/Fine

VOLUNTARY INFORMATION

AFFIRMATIVE ACTION APPLICANT TRACKING SHEET

RETURN THIS SHEET WITH YOUR APPLICATION

It is the policy of the City of San Luis Obispo to provide equal opportunity to all applicants for employment on the basis of qualification, competency and professional experience. The law requires the City of San Luis Obispo to compile statistical data on the sex and ethnicity of applicants for our positions. For statistical analysis only, we are asking you to complete and return this sheet with your application. Please understand that you have the option of providing or not providing the information requested below.

THIS INFORMATION, IF PROVIDED, WILL NEITHER ENHANCE NOR DETRACT FROM YOUR OPPORTUNITY FOR EMPLOYMENT WITH THE CITY OF SAN LUIS OBISPO. Further, information provided on this form will not become a part of any personnel file, nor will it be made available to those making employment decisions in your case.

Position Applied For: _____

Filing deadline: _____

Gender: Female Male
Age _____

Please Mark One:

- WHITE** includes Whites, Anglo-Saxons, Europeans and persons of Indo-European descent including Pakistani and East Indian.
- BLACK** includes persons of African descent as well as those persons identified as Jamaican, Trinidadian, and West Indian.
- HISPANIC** includes Mexican-American, Mexicans, Chicanos, Latinos, all persons of Puerto Rican, Cuban, Latin American or Spanish descent.
- ASIAN OR PACIFIC ISLANDER** includes Asian-Americans and persons of Japanese, Chinese, Korean or Filipino descent.
- AMERICAN INDIAN** includes American Indians, Aleuts and Eskimos.
- OTHER** indicate specific ethnicity of national origin

Are you able to perform the essential functions of the position as listed on the job flyer?

Yes No

If you answered "No", are there reasonable accommodations which can be made to enable you to perform the essential functions?