



City of Petaluma Human Resources Division
11 English Street • Petaluma, CA 94952 or P.O. Box 61 • Petaluma, CA 94953
Phone: (707) 778-4534 • email: humanresources@ci.petaluma.ca.us • apply online at www.CalOpps.org

EMPLOYMENT APPLICATION

POSITION TITLE

Position you are applying for:

PERSONAL INFORMATION

Last Name:

First Name:

Middle Initial:

Street Address:

Apt. No:

City:

State:

Zip Code:

Home Phone: () -

Other Phone: () -

Email address:

Prior to employment, can you submit verification of your legal right to work in the United States? Yes No

Are you 18 years of age or older? Yes No Valid Driver's License State/Number:

Have you ever been discharged or forced to resign? Yes No If Yes, provide details on separate sheet.

Are you related to, or in a domestic partnership with any person employed by the City of Petaluma? Yes No

Have you ever been convicted for a violation of the law excluding minor traffic violations? Yes No

For each offense list: the violation; the court (including military); the place and date of conviction; the penalty (fine, sentence, date(s) of probation), and name under which convicted. Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Code Sections 11357 (b or c), 11360(b), 11364, 11365, and 11550 as it relates to marijuana. Each case will be given individual consideration.

Failure to list all convictions other than those excluded above will be considered fraud in securing appointment and will be grounds for termination. Note that conviction is not necessarily a bar to employment. Each case is given individual consideration based on the job-relatedness of the offense.

EDUCATION AND TRAINING

Name of School	Location	Degree/Major	# of Units
High School:		Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> GED or Equivalent <input type="checkbox"/>	
College/University:			
Other Schools:			

Are you bilingual? YES NO If YES, list Language:

Describe any job related skills, knowledge, special training, or licensing you possess:

EXPERIENCE

List all work experience in the last 10 years. Begin with most recent experience first. You may attach your resume or any other job-related items. Be specific describing work and military experiences. Be sure to list each change in title or promotion separately. If qualifying experience is part-time, be sure to list the number of hours per week spent in doing the work. You may use additional sheets if necessary. **DO NOT INDICATE "SEE RESUME."**

From (mm/yyyy):	To (mm/yyyy):	Position Title:
Name of Employer:		Address:
Name of Supervisor:	Title of Supervisor:	Salary:
List Duties Performed:		
Reason for Leaving:		

From (mm/yyyy):	To (mm/yyyy):	Position Title:
Name of Employer:		Address:
Name of Supervisor:	Title of Supervisor:	Salary:
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Name of Employer:		Address:
Name of Supervisor:	Title of Supervisor:	Salary:
List Duties Performed:		
Reason for Leaving:		

AGREEMENT

I understand that any misrepresentation or deliberate omission of a material fact may be justification for termination or refusal of employment. As a condition of my employment, I agree to undergo a background, physical examination, and/or psychological examination if required, and fully understand that employment is contingent upon meeting the City's physical requirements. I authorize the employers or schools named above to give any additional information regarding my qualifications or character. If I am employed, I also agree to be fingerprinted and to execute a loyalty oath as required by law.

SIGNATURE: _____ Date: _____



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EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The City of Petaluma is requesting applicants for employment to complete this form in order to comply with United States Government Equal Employment Opportunity requirements. Data collected will be used for statistical purposes and to measure effectiveness of recruitment efforts. This information, which you provide voluntarily, will be detached from your application and will be kept separate and confidential. The City of Petaluma is an Equal Opportunity Employer. If you feel you have been treated unfairly or discriminated against because of race, color, religion, national origin, sex, age, disability, or sexual orientation, contact the City's Human Resources Division at (707) 778-4534.

Position you are applying for: _____

Last Name:

First Name:

Middle Initial:

How did you learn about this recruitment?

- City Employee City of Petaluma, Human Resources Newspaper Ad CalOpps.org
 City of Petaluma Employment Opportunities Job Board Other:

If you read our classified ad, please indicate which publication or internet site:

RACE/ETHNIC IDENTIFICATION

GENDER: Male Female

Check One:

- WHITE:** All persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
- AFRICAN AMERICAN:** All persons having origins in any of the Black racial groups of Africa. Not of Hispanic origins.
- HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ASIAN OR PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, Samoa, and Philippine Islands.
- 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:**

Are you age 40 or over? YES NO

REQUEST FOR EMPLOYMENT ACCOMMODATION

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. However, if you want the City of Petaluma to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment and suggest the kind of accommodation that you believe would be appropriate.

Can you perform the functions of this job (essential and/or marginal), with or without reasonable accommodation?
YES NO If NO, please list on a separate page how we can accommodate you.

REQUEST FOR TESTING ACCOMMODATION

If, because of a disability or for religious reasons, you wish to arrange an accommodation in order to participate in the testing process, you are encouraged to contact Human Resources at (707) 778-4534.

THE CITY OF PETALUMA IS AN EQUAL OPPORTUNITY EMPLOYER