



CITY OF SAN JUAN CAPISTRANO
Application for Employment
For the position of

32400 Paseo Adelanto
 San Juan Capistrano, CA 92675
 949/443-6322

 (Title of position applying for)

Instructions: Please read the announcement to determine if you possess the qualifications for the job. Print, using ink or typewriter. Answer all questions accurately and completely. All statements in your application are subject to verifications and incorrect statements may bar or remove you from employment. Read the Certificate of Applicant carefully before signing.

Personal Data:

Name (Last, First, Middle)	Area Code & Home Telephone
Home Address (Number & Street)	Area Code & Work Telephone
City, State & Zip Code	
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No State: Number: Class: Expiration Date:	

Experience:

List your last four jobs beginning with the most recent. Include all experience (paid or volunteer) which specifically relates to the position for which you are applying. Candidates are encouraged to submit additional information to assist in evaluation of qualifications.

From	Job Title	Employed By:
To	Your Duties	Address (Street, City, State)
Total Time (Years)		Reason For Leaving
Monthly Salary		Supervisor's Name & Telephone
		May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
From	Job title	Employed By
To	Your Duties	Address (Street, City, State)
Total Time (Years)		Reason For Leaving
Monthly Salary		Supervisor's Name & Telephone
From	Job Title	Employed By
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Education and Training:

Circle the highest grade completed <div style="display: flex; justify-content: space-around; font-weight: bold;"> 123456 789101112 </div>		Name & Location of High School _____ _____		If not a high school graduate, have you passed the GED test? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	
School attended other than high school	Location	Course of Study	Dates Attended	Credits Earned Sem.-Qtr.	Degree or Certificate None Type Date
Please describe additional course work or training (including military which would qualify you for this position).					
Please describe any pertinent skills you have such as word processing, computer, machine or equipment operation, or foreign language skills. Also include typing speed, if applicable.					
Please list certificates or licenses of professional or vocational competence you possess which relate to the position.					

Additional Information

1. Can you, after employment, submit verification of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, state details on a separate sheet)
2. Were you ever discharged or forced to resign due to unsatisfactory service? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, state details on a separate sheet)
3. Although a conviction record will not necessarily be a bar to employment, have you ever been convicted, imprisoned, or placed on probation for an offense other than a traffic citation or traffic misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, state when, where, final disposition, and nature of charges on a separate sheet)
4. Can you perform the functions of this job, as set forth in the job description, with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach any additional information as required by this application. You may also attach a resume which describes in greater detail any aspects of your experience or activities that are pertinent to the job you are seeking.
If appointed to a city job, applicants will be required to submit verification of legal right to work in the U.S. Prior to hiring, a candidate will be fingerprinted and medically examined at City expense, and failure to pass the medical exam may be disqualifying. Conviction records will be checked.
Certificate of Applicant: "I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I authorize the City of San Juan Capistrano to make investigations and inquiries that are limited to the requirements for this position. I understand that any false or misleading information given in my application or any step in the employment selection process will subject me to disqualification or dismissal."
Signature _____ Date _____
An Equal Opportunity Employer: It is the policy of the City of San Juan Capistrano to provide equal employment opportunity to all persons without regard to race, color, national origin, ancestry, marital status, religion, sex, sexual orientation, medical condition, age, or disability.

SUPPLEMENTAL WORK HISTORY

From	Job Title	Employed By:
To	Your Duties	Address (Street, City, State)
Total Time (Years)		Reason For Leaving
Monthly Salary		Supervisor's Name & Telephone
From	Job title	Employed By
To	Your Duties	Address (Street, City, State)
Total Time (Years)		Reason For Leaving
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