CITY OF LA MIRADA
PERSONNEL OFFICE

EMPLOYMENT APPLICATION FOR THE POSITION OF:
Must specify which open position. Only one job position per application. Application will be sent back if it does not satisfy both statements.

INSTRUCTIONS: Please read the announcement to determine if you possess the qualifications for the job. Print, using ink, computer printer or typewriter. Answer all questions accurately and completely. All statements are subject to verification, and incorrect or incomplete statements may bar or remove you from the selection process or employment. **Read the Certificate of Applicant in Section 7 carefully before signing.**

1. PERSONAL DATA

Last Name	First Name	Middle	Area Code	Home Telephone
Home Address (Number and Street)			Area Code	Work or Cell Phone
City, State & Zip Code		Are you age 18 or older? YES ❑ NO ❑ If no, are you age 16 or older? YES ❑ NO ❑ You must be at least 16 years old to be a City employee		

Do you have a valid Driver's License? YES ❑ NO ❑ State: Number:
Do you have a valid California I.D.? YES ❑ NO ❑ Class: Expiration Date:

Can you submit proof of your legal right to work in the U.S.A.? YES ❑ NO ❑

2. EDUCATION AND TRAINING (Attach additional sheets if necessary)

Circle Highest Grade Completed	Name and Location of High school Attended	Did you Graduate or obtain GED?
1 2 3 4 5 6 7 8 9 10 11 12		

Name and Location of Colleges, Universities, Business, or Trade Schools Attended	Number of Units Completed	Major Subjects	Did you Graduate?	Diploma or Degree Received

List other training, special qualifications and skills, job related memberships, or certificates, which relate to this position.

3. EXPERIENCE (Including Military)

List all jobs you have held in the last ten years beginning with your present and most recent job. Include earlier relevant experience which may qualify you for the position. If you need more space, you may attach additional sheets. By giving complete information you may improve your chances of employment. **Please complete this section even if you are attaching a resume.**

From _____ To _____
mo/yr mo/yr
Total Time _____ Year(s) _____ Month(s)
Name and Address of Employer:
_____
_____
_____
Phone _____
Supervisor's Name _____
May We Contact? YES ❑ NO ❑

Title of Your Position _____
Duties Performed (Be Specific)
_____
_____
_____
_____
No. Supervised (if any) _____ No. of Hrs. Per Week _____ Salary $ _____ Hr. ❑ Mo. ❑ Yr. ❑
Reason for leaving _____

From _____ To _____
mo/yr mo/yr
Total Time _____ Year(s) _____ Month(s)
Name and Address of Employer:
_____
_____
_____
Phone _____
Supervisor's Name _____
May We Contact? YES ❑ NO ❑

Title of Your Position _____
Duties Performed (Be Specific)
_____
_____
_____
_____
No. Supervised (if any) _____ No. of Hrs. Per Week _____ Salary $ _____ Hr. ❑ Mo. ❑ Yr. ❑
Reason for leaving _____

EXPERIENCE Continued on Back

From _____ To _____
mo/yr mo/yr

Total Time _____Year(s)_____Month(s)

Name and Address of Employer:

_____

_____

_____

Phone _____

Supervisor's Name _____

May We Contact? YES ❑ NO ❑

Title of Your Position _____

Duties Performed (Be Specific)

_____

_____

_____

_____

No. Supervised (if any) _____ No. of Hrs. Per Week_____ Salary $ _____ Hr. ❑ Mo. ❑ Yr. ❑

Reason for leaving _____

From _____ To _____
mo/yr mo/yr

Total Time _____Year(s)_____Month(s)

Name and Address of Employer:

_____

_____

_____

Phone _____

Supervisor's Name _____

May We Contact? YES ❑ NO ❑

Title of Your Position _____

Duties Performed (Be Specific)

_____

_____

_____

_____

No. Supervised (if any) _____ No. of Hrs. Per Week_____ Salary $ _____ Hr. ❑ Mo. ❑ Yr. ❑

Reason for leaving _____

4. A "YES" ANSWER TO ANY OF THE NEXT 4 QUESTIONS REQUIRES AN EXPLANATION UNDER SECTION 5.

1. Have you ever been employed by the City of La Mirada? YES ❑ NO ❑ If "YES", explain in Section 5.
2. Are you related to any current City of La Mirada employee, councilmember or commissioner? YES ❑ NO ❑ If "YES", explain in Section 5.
3. Have you ever been discharged from a job due to misconduct or unsatisfactory service? YES ❑ NO ❑ If "YES", explain in Section 5.
4. Have you ever been convicted of a crime? YES ❑ NO ❑ If "YES", explain in Section 5.

PLEASE NOTE: A conviction is not an automatic bar to employment with the City of La Mirada. Each case will be considered on its own merits pursuant to the City of La Mirada Criminal Background Checks and Securing Received Criminal History Policy. The City is **NOT** seeking information about convictions for possession of marijuana and certain other marijuana-related offenses that are more than two years old **if** the convictions resulted under California Health and Safety Code Sections 11357(b), 11357(c) (or a statutory predecessor), or Health and Safety Code Sections 11360(c), 11364, 11365 or 11550. You may exclude information about any such convictions on this application form. You may also exclude information about (i) any convictions that have been legally expunged, sealed, or statutorily eradicated (ii) a referral to and participation in any pretrial or posttrial diversion program; and (iii) any arrests that did not result in conviction.)

5. ADDITIONAL INFORMATION

Use this space to provide additional information as required by this application, or to describe in greater detail any aspects of your experience or activities that are pertinent to the job you are seeking.

_____

_____

_____

6. REFERENCES

List 3 references, professional preferred (individuals not related to you who are familiar with your employment qualifications and personal background).

Name	Address	City	State	(Area Code) Telephone

7. CERTIFICATE OF APPLICANT - PLEASE READ CAREFULLY

TERMS OF EMPLOYMENT

All hourly employees are employed "at will" throughout the term of their employment with the City. Therefore, the services of an hourly employee may be terminated or discharged at anytime without prior notice. All newly appointed or promoted full-time employees serve a one-year probationary period during which they are employed "at will." During this probationary period, the services of a full-time employee can be terminated or discharged at anytime without prior notice or cause, or right of appeal.

I have read and understand all the information contained in this application. I authorize the release of information concerning my qualifications, character, or prior employment record to the City of La Mirada through inquiries of any source. I certify that all statements in this application are true and complete; that there are no misrepresentations, falsifications, or omissions of material fact, and I am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment in this jurisdiction. Furthermore, I may be required to submit verification of any information provided on this application. I understand that as a condition of my employment, I may be required to pass a medical examination, which may include a drug screen, complete a supplemental application regarding criminal history, and to successfully pass a criminal background check in accordance with City policy, which may include Live Scan fingerprint process and other job-related criminal background investigations. The cost of the criminal background check and physical will be paid by the City.

SIGNATURE	**DATE** Month Day Year

Position Applied For:_____

CITY OF LA MIRADA

CRIMINAL HISTORY SUPPLEMENTAL APPLICATION

SUPPLEMENTAL APPLICATION FORM PURSUANT TO CALIFORNIA PUBLIC RESOURCES CODE SECTION 5164 AND CALIFORNIA EDUCATION CODE SECTION 10911.5 -- JOB APPLICANT OR EMPLOYEE BEING CONSIDERED FOR A POSITION INVOLVING SUPERVISION OR DISCIPLINARY AUTHORITY OVER ANY MINOR

California Public Resources Code Section 5164 prohibits the City of La Mirada from hiring a person for employment at any park, playground or recreational center used for recreational purposes in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Public Resources Code Section 5164 requires that each job applicant or employee complete an application that asks if the person has been convicted of any of the specified offenses. In addition, Public Resources Code Section 5164 provides for a criminal background check, which requires fingerprinting. California Education Code Section 10911.5 requires any public recreation employer to obtain the fingerprints of any employee or new employee having direct contact with minors.

Since you are a candidate for employment (including job applicants, and existing employees applying for transfer or promotion) covered by Public Resources Code Section 5164 and/or Education Code Section 10911.5, please answer the following supplemental questions. **Completion of the supplemental application and a criminal history background investigation (including fingerprinting) is a condition of consideration for the employment position.**

You may attach additional sheets as necessary.

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1. Have you ever been convicted of any crime? Yes_____ No_____

A. If your answer to Question #1 is yes, please describe the crime(s) for which you were convicted, the date(s) upon which you were convicted and each jurisdiction in which you were convicted. The specific statute(s) or ordinance(s) must be listed. (PLEASE NOTE: Convictions for marijuana-related offenses that are more than two years old need not be listed. You may also exclude any convictions which have been legally expunged or sealed. Conviction is not an automatic bar to employment; each case is considered on its own merits pursuant to the City of La Mirada Criminal Background Checks and Securing Received Criminal History Policy): _____
_____
_____
_____
_____

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2. Have you ever been convicted of violation or attempted violation of any of the statutes listed in Subsection (A) below? PLEASE NOTE: You must include in your response any conviction for violation or attempted violation of an offense committed outside the State of California, if the offense would have been a crime as defined in the statutes referred to if committed in California. Yes_____ No_____

A. The statutes specified in Public Resources Code Section 5164 include:

- Violations or attempted violations of Penal Code Section 220, 261.5, 262, 273a, 273d, or 273.5, or any sex offense listed in Penal Code Section 290, except for the offense specified in Penal Code Section 243.4 (d).

- Any felony or misdemeanor conviction within 10 years of the date of the City's request, of the violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code; Penal Code Section 211 or Penal Code Section 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in Penal Code Section 12022 (b) in the commission of that offense; Penal Code Section 217.1; Penal Code Section 236; any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code; or any of the offenses specified in Penal Code Section 667.5 (c).

- Any felony conviction felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the City's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code; Penal Code Section 211 or Penal Code Section 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in Penal Code Section 12022 (b) in the commission of that offense; Penal Code Section 217.1; Penal Code Section 236; any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code; or any of the offenses specified in Penal Code Section 667.5 (c).

B. If your answer to Question #2 is yes, please list the crime(s) for which you were convicted, the date(s) of conviction and each jurisdiction in which you were convicted: _____
_____
_____
_____
_____

3. Without in any way limiting the foregoing, have you ever been convicted of any crime involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery or carjacking?

Yes_____ No_____

A. If your answer is yes, please describe the crime for which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted: _____
_____
_____
_____
_____

4. Are you currently released on bail or on your own recognizance for any crime?
Yes_☐_ No_☐_

A. If your answer to Question #4 is yes, please describe the crime(s) for which you were charged, the date(s) upon which you were charged and each jurisdiction in which you were charged:

_____
_____
_____
_____

5. Are you willing to be fingerprinted in order that the City may screen you for your criminal background? **Yes_☐_ No_☐_**

DECLARATION

I, _____ hereby declare under penalty of perjury under the laws of the State of California that all information provided above is true, correct and complete to the best of my knowledge. I understand and agree that any false statement, misstatement or omission of material fact will be cause for disqualification from the application process or for immediate discharge from employment, regardless of the lapse of time before discovery.

_____ _____
Applicant/Employee Signature Date

_____
Print or Type Name of Applicant/Employee

If a minor (under 18 years of age) please complete the following:

_____ _____
Signature of Parent/Guardian Date

_____ _____
Type/Print Name of Parent/Guardian Telephone Number

CITY OF LA MIRADA
Dedicated To Service

Thank you for your interest in employment with the City of La Mirada.

The Employment Application Packet is comprised of: The Employment Application form, Voluntary Applicant Self-Identification Form (below), Supplemental Questionnaire(s), and the notification postcard. On the job notification postcard, please fill in your address and the position title on the front side. A resume may be attached, however it will not be used in lieu of the application.

The applicant packet must be received by the City Hall Receptionist no later than the filing deadline date and time indicated on the job flyer.

VOLUNTARY APPLICANT SELF-IDENTIFICATION FORM

(Confidential - For statistical use only)

The City of La Mirada considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status or veteran status, the presence of non-job related medical condition or disability, or any other legally protected status. The City is required to provide reasonable accommodations to qualified job applicants with disabilities.

In order for the City of La Mirada to evaluate applicant flow patterns as part of our Equal Employment Opportunity Program, we would appreciate your **voluntary** cooperation in providing the following information. **THIS INFORMATION IS NOT PART OF THE SELECTION PROCESS**.

This form will be detached from your application and used for statistical purposes only.

Position Applying for: _____ Date: _____

Sex: ❑ Female ❑ Male **Age:** ❑ Under 18 ❑ 18 to 39 ❑ 40 and over

ETHNIC BACKGROUND: (Check One)

❑ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

❑ **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East or North America.

❑ **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

❑ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

❑ **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

❑ **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins of any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

❑ **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

Please indicate where you first became aware of this job opening (please check):

❑ City Website (www.cityoflamirada.org)

❑ City Employee

❑ Job Information Line

❑ Job Announcement posted at : _____

❑ Newspaper Advertisement in: _____

❑ Job Fair at: _____

❑ Other (Please Specify): _____

❑ **I ELECT NOT TO PARTICIPATE**