



# City of Desert Hot Springs

## Application for Employment

**Instructions:**

- a. Answer all questions; b. Print or type (black or blue ink only); c. Separate application is required for each position;
- d. Return to: City of Desert Hot Springs, 65950 Pierson Blvd., Desert Hot Springs, CA. 92240.

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Mailing Address: \_\_\_\_\_  
Number & Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

◆◆◆◆ GENERAL INFORMATION ◆◆◆◆

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Are you related to any City employee? Yes \_\_\_ No \_\_\_ If yes, indicate name and relationship: \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes \_\_\_ No \_\_\_ If no, please describe the function that cannot be performed: \_\_\_\_\_

◆◆◆◆ EDUCATION ◆◆◆◆

Do you have a high school diploma or G.E.D. certificate? Yes \_\_\_ No \_\_\_  
If no, highest school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

NAME/ADDRESS OF SCHOOL, COLLEGE, VOCATION SCHOOL OR INSTITUTE	TITLE OF COURSE OR MAJOR	CERTIFICATES, DEGREES, ETC.

◆◆◆◆ EXPERIENCE ◆◆◆◆

IMPORTANT Starting with most recent position, account for all employment (including U.S. Military Service) and unemployment for the past ten years. Use additional sheets if necessary.

1.

From:	Full time <input type="radio"/>	Last \$ _____	Employer Name:
To:	Part time <input type="radio"/>	Per / _____	
Position:			Address:
Duties:			
Reason for leaving: (May we Contact Yes <input type="radio"/> No <input type="radio"/> )			Supervisor:
			Phone:

2.

From:	Full time <input type="radio"/>	Last \$ _____	Employer Name:
To:	Part time <input type="radio"/>	Per / _____	
Position:			Address:
Duties:			
Reason for leaving: (May we Contact Yes <input type="radio"/> No <input type="radio"/> )			Supervisor:
			Phone:

3.

From:	Full time <input type="radio"/>	Last \$ _____	Employer Name:
To:	Part time <input type="radio"/>	Per / _____	
Position:			Address:
Duties:			
Reason for leaving: (May we Contact Yes <input type="radio"/> No <input type="radio"/> )			Supervisor:
			Phone:

4. From:	Full time <input type="radio"/>	Last \$ _____	Employer Name:
	Part time <input type="radio"/>		
To:			
Position:		Address:	
Duties:		Phone:	
Reason for leaving: (May we Contact Yes <input type="radio"/> No <input type="radio"/> )		Supervisor:	

Special Qualifications/Skills (include active technical/professional licenses and numbers, academic or professional awards, knowledge of office equipment and computer programs etc.):

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Include foreign languages you speak, read, and/or write and your level if language proficiency is a requirement stated on the job announcement: \_\_\_\_\_

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The City of Desert Hot Springs may contact my current and former employers for references concerning my employment .

YES \_\_\_\_\_ NO \_\_\_\_\_

◆◆◆◆ PLEASE READ THIS STATEMENT CAREFULLY ◆◆◆◆

*"I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification or omission will be immediate grounds for disqualification and/or dismissal. I authorize the City of Desert Hot Springs to conduct a background investigation to be made in connection with this application concerning my character, general reputation, employment and education background, and criminal record, whichever may be applicable. I hereby authorize the release of documents and personal interviews with third parties, such as prior employers, business associates or others with whom I am acquainted and release said sources from any liability for any damages whatsoever for issuing this information. I am aware that any offer of employment is conditional upon my ability to meet the established requirements of this job. I understand that acceptance of an offer of employment does not create a contractual obligation upon the City of Desert Hot Springs to continue to employ me in the future. In submitting this application, I further understand that it becomes the property of the City of Desert Hot Springs and will not be returned.*

*I have read and affirm as my own the above statements."*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

EOE/AA

CITY OF DESERT HOT SPRINGS

ETHNIC IDENTIFICATION SURVEY

Completion of this form is strictly voluntary and is requested of all employees of the City of Desert Hot Springs. Results will be used solely for research purposes in gathering Equal Employment Opportunity statistics which are required by Federal and State laws and regulations prohibiting discrimination on the basis of race, color, religion, sex, national origin, age or disability. This form will not become part of your employment folder nor individual file.

Please submit this form to Human Resources.

Position Title \_\_\_\_\_

2. Please mark the appropriate block      Female      Male

3.. Ethnic Background:

- White: All persons having origins in any of the original peoples of Europe, or the Middle East.
- Black or African American: All persons having origins in any of the black racial groups of Africa.
- Hispanic or Latino: All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture of origin.
- Asian: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, for example, China, India, Japan, Korea, and the Philippine Islands.
- Native Hawaiian or other Pacific Islander: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America.
- Two or More Races: All persons who identify with more than one of the above racial/ethnic groups.
- Please mark this box if you choose to not self-identify.

How did you hear about this vacancy?

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