CITY OF CRESCENT CITY
377 "J" STREET
CRESCENT CITY, CA 95531-4025
(707) 464-7483
www.crescentcity.org

EMPLOYMENT APPLICATION INSTRUCTIONS

Please read the following instructions and the applicable job announcement carefully before completing this application. Inability to follow application instructions may result in disqualification.

Type or neatly print your application in blue or black ink. All sections MUST be answered completely and accurately. An incomplete or illegible application may disqualify you. Applicants must meet all qualifications for the position unless otherwise specified in the job announcement.

You MUST include a response to any required supplemental questionnaire and copies of all required certifications, diplomas, licenses, or registrations listed in the job announcement. You may include a resume with your application.

Mail or deliver your completed application in a sealed envelope addressed to:

Human Resources Department
City of Crescent City
377 J Street
Crescent City, CA 95531

Unsigned applications will result in disqualification. Faxed or e-mailed applications will not be accepted.

The City of Crescent City makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the selection process must inform the Human Resources Department in writing no later than the final filing date stated in the job announcement.

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EMPLOYMENT APPLICATION – Page 1

Job title of desired position: _____

Name: _____
First **Middle** **Last**

Address: _____

_____**Phone:** _____

Do you possess a valid driver's license? **Yes** _____ **No** _____

Are you eligible to work in the United States? **Yes**_____ **No**_____

Proof of eligibility to work in the United States must be provided if selected for hire.

Have you ever been disciplined for violence in the workplace? **Yes**_____ **No**_____

If yes, please explain the circumstances, employer and date:

Have you ever been terminated or asked to resign from a job? **Yes** _____ **No** _____

If yes, please explain the circumstances, employer and date:

Notice to Applicant: A criminal convictions background check will be conducted as part of the secondary screening process once it has been determined the applicant meets the minimum qualifications and before a conditional job offer is extended. Failure to successfully pass the criminal convictions background check may result in disqualification from employment with the City.

City of Crescent City
EMPLOYMENT APPLICATION – Page 2

Have you ever been employed by the City of Crescent City? **Yes_____ No_____**

If yes, please describe your job title(s), length of service, and reason for leaving:

_____

Do you have any relatives employed by the City, or serving as an elected official?

Yes _____ No_____

If yes, please list name(s) and relationship(s): _____

REFERENCES:

Please list three professional references who are well acquainted with your capabilities.
(No Relatives)

Name:_____ **Phone #:**_____

Address:_____

_____**Occupation:**_____

Name:_____ **Phone #:**_____

Address:_____

_____**Occupation:**_____

Name:_____ **Phone #:**_____

Address:_____

_____**Occupation:**_____

City of Crescent City
EMPLOYMENT APPLICATION – Page 3

EMPLOYMENT HISTORY/WORK EXPERIENCE:

Do not indicate "See Resume". This section must be completed. List all jobs in the last ten years, including part-time, voluntary, and military. Be specific in describing your duties. Attach additional copies of this page if necessary. Begin with your present job and work backwards. Account for periods of unemployment in excess of 90 days.

IF YOU ARE CURRENTLY EMPLOYED, MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes____ No ____

Employer's Name:_____

Address: _____

Phone #:_____ Employment Dates: _____

Job Title: _____ Supervisor: _____

Description of Duties: _____

Salary:_____ Reason for Leaving:_____

Employer's Name:_____

Address: _____

Phone #:_____ Employment Dates: _____

Job Title: _____ Supervisor: _____

Description of Duties: _____

Salary:_____ Reason for Leaving:_____

Employer's Name:_____

Address: _____

Phone #:_____ Employment Dates: _____

Job Title: _____ Supervisor: _____

Description of Duties: _____

Salary:_____ Reason for Leaving:_____

City of Crescent City
EMPLOYMENT APPLICATION – Page 4

EDUCATION/TRAINING/SPECIAL QUALIFICATIONS:

*Submit verification of your college education such as copies of your diplomas or transcripts with application**.**

Education equivalent to the completion of the 12th grade? Yes ____ No ____

Typing Speed _____ net wpm (if required by position)

College/University/Trade School or Special Training	Course of Study/Major	Type of Degree or Certificate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List Certificates of Training, Licenses, or Professional Registration (include date issued and registration number if applicable):

_____

_____

_____

Describe any job related skills, knowledge or special training you may possess. Include computer software in which you are proficient:

_____

_____

_____

RELEASE of INFORMATION/CERTIFICATION

Before being hired, an applicant is required to be fingerprinted, pass a medical examination, a drug screening, and submit a DMV printout. A criminal convictions background check will be conducted as part of the secondary screening process once it has been determined the applicant meets the minimum qualifications and before a conditional job offer is extended. An applicant may also be required to undergo a comprehensive background investigation and a psychological evaluation. Applicants who fail the pre-employment drug screening will not be eligible to apply for employment with the City of Crescent City for one year from the date of the drug screening. Upon hire, an applicant is required to provide a social security number and submit proof of U.S. Citizenship or legal right to remain and work in the United States.

I hereby give permission to the City of Crescent City, its officers, agents, and employees to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further authorize the employers I have listed and references I have provided to disclose to the City of Crescent City all information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the City of Crescent City, my former employer and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. A photocopy or facsimile of this release shall be as valid as the original and may be relied upon by all persons providing information.

All information furnished is deemed strictly confidential and shall be available to no person other than management personnel of this City. I understand that I am not entitled to and will not have access to any information provided.

The City of Crescent City takes very seriously any false or misleading information provided by applicants on a job application, resume, or related materials or other statements of fact submitted by job applicants to be considered for employment. Any oral or written statements or documents supplied by a job applicant that contains false or misleading information will result in the City of Crescent City's refusal to hire the applicant, and if discovered after employment begins, will result in immediate dismissal from employment.

I certify that I have read, understand and have completed this application, and that all entries on it and all information in it are true and correct.

_____ _____
Date Signature of Applicant

_____
Printed Name

City of Crescent City

ETHNIC SELF IDENTIFICATION FORM

The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status. In order to assess the City's recruiting program and to comply with federal government record keeping requirements, we are asking applicants to complete this form. This information will not be attached to your application and will be used for research and statistical purposes only.

The completion of this form is **VOLUNTARY.**

POSITION APPLIED FOR: _____

DATE: _____

MALE _____ FEMALE _____ DATE OF BIRTH:_____

ETHNIC ORIGIN:

__ Native American
__ Filipino
__ Black
__ Caucasian
__ Asian
__ Hispanic
__ Pacific Islander
__ Other: _____

RECRUITMENT RESEARCH

Indicate how you learned about this recruitment (check only one)

__ City Bulletin Board
__ City Web Site
__ School/Placement Office
__ EDD
__ Jobs Available
__ PORAC
__ Local Newspaper
__ Newspaper or trade publication other than those listed
__ Friend/Family member
__ Other: _____

THE CITY OF CRESCENT CITY IS AN EQUAL OPPORTUNITY EMPLOYER
377 J STREET, CRESCENT CITY, CA 95531-4025 (707) 464-7483

Thank you for your interest in the City of Crescent City

CITY OF CRESCENT CITY

REQUIRED SUPPLEMENTAL QUESTIONNAIRE
POLICE OFFICER

INSTRUCTIONS: The purpose of this questionnaire is to provide applicants with the opportunity to elaborate on their qualifications for the Police Officer position and to assist in assessing each applicant's individual qualifications. Responses to this questionnaire will be used to evaluate each applicant's relevant experience and training to determine who will be invited to continue further in the selection process. Failure to follow the instructions or to submit the required supplemental questionnaire will result in disqualification and the application will not be accepted, and will be discarded before the screening process.

Please answer the following questions on separate letter size paper, write your name on your response, and attach the page(s) to your application. (**DO NOT** write your responses on this page). Responses should be no longer than one page per question. Answer all questions fully and legibly**.** Your responses should be typed or neatly printed.

You may also submit a resume or additional information; however, such items MAY NOT be submitted in lieu of the questionnaire. Please indicate the question number for each of your responses (1a, 1b, etc.) and do not answer any of the questions by indicating, "see attached resume".

1. Please describe in detail your experience as it relates to the following areas:

a. Performing law enforcement and crime prevention work.

b. Performing traffic control and enforcing traffic regulations.

c. Report writing and record keeping.

2. List all P.O.S.T. coursework you have completed.

3. What is "Community Oriented Policing"?

4. Define the term "Public Service".