

**CITY OF CRESCENT CITY**  
**377 "J" STREET**  
**CRESCENT CITY, CA 95531-4025**  
**(707) 464-7483**  
[www.crescentcity.org](http://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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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:

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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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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 12<sup>th</sup> grade? Yes \_\_\_\_ No \_\_\_\_

Typing Speed \_\_\_\_ net wpm (if required by position)

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

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**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:

- |                                          |                                           |
|------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Native American | <input type="checkbox"/> Asian            |
| <input type="checkbox"/> Filipino        | <input type="checkbox"/> Hispanic         |
| <input type="checkbox"/> Black           | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Caucasian       | <input type="checkbox"/> Other: _____     |

**RECRUITMENT RESEARCH**

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

- |                                                  |                                                                                    |
|--------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> City Bulletin Board     | <input type="checkbox"/> PORAC                                                     |
| <input type="checkbox"/> City Web Site           | <input type="checkbox"/> Local Newspaper                                           |
| <input type="checkbox"/> School/Placement Office | <input type="checkbox"/> Newspaper or trade publication<br>other than those listed |
| <input type="checkbox"/> EDD                     | <input type="checkbox"/> Friend/Family member                                      |
| <input type="checkbox"/> Jobs Available          | <input type="checkbox"/> 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**