



CITY OF CORONA EMPLOYMENT APPLICATION

An Equal Opportunity Employer

HUMAN RESOURCES - 400 S. VICENTIA AVE. CORONA, CA 92882 SUITE # 155

PHONE: (951) 736-2209 WEBSITE: www.DiscoverCorona.com

IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE ALL INFORMATION REQUESTED

SUBMIT APPLICATION WITH ORIGINAL SIGNATURE - NO COPIES OR FAXES WILL BE ACCEPTED. APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES DEPARTMENT BY THE FILING DEADLINE LISTED ON THE JOB ANNOUNCEMENT. NO POSTMARKS WILL BE ACCEPTED AS PROOF OF MEETING THE DEADLINE.

| | | | | | |
|---|--------------|-----------------------------------|--------------|-----------------|---------------|
| POSITION YOU ARE APPLYING FOR | | SOCIAL SECURITY NUMBER | | | |
| (PRINT OR TYPE) LAST NAME | | FIRST | MI | | |
| MAILING ADDRESS NUMBER | STREET | CITY | STATE | ZIP | |
| AREA CODE | CELL PHONE # | AREA CODE | HOME PHONE # | AREA CODE | OTHER PHONE # |
| () | () | () | () | () | () |
| E-MAIL ADDRESS | | DRIVER'S LICENSE NUMBER AND STATE | | EXPIRATION DATE | CLASS |
| <p style="text-align: right;">(CIRCLE ONE)</p> <p>Have you previously applied for any position with the City of Corona? YES / NO</p> <p>Are you a current employee of the City of Corona? YES / NO</p> <p>Have you previously worked for the City of Corona? YES / NO</p> <p>Are you a current or previous member of CalPERS? YES / NO</p> <p>Are you currently receiving CALPERS retirement benefits as a retiree? YES / NO</p> <p>Would you need special accommodations to participate in an exam? YES / NO</p> <p>Are you related to anyone working for the City of Corona? YES / NO</p> <p>--If yes, Name _____ Department _____ Relationship _____</p> | | | | | |

AVAILABLE TO WORK:

DATE: _____

FULL-TIME YES / NO

PART-TIME YES / NO

| EDUCATION | | (CIRCLE ONE) | |
|--|--|------------------------------|--------------------|
| Did you graduate from High School or receive your GED? | | YES / NO | HIGH SCHOOL: _____ |
| Name of Schools Attended Colleges/Trade | Semester or Quarter (Units Completed) | Major (Do not Abbreviate) | Did you Graduate? |
| | | | YES / NO |
| | | | YES / NO |
| | | | YES / NO |

PROFESSIONAL SKILLS

List below any skills required or licensed/professional registrations which are required in the job announcement. Summarize other special job related knowledge acquired from previous employment or other experience that would help us assess your qualifications. (Example: Computer Skills, Certificates, Volunteer Programs, School Activities, Bilingual, etc.).

APPLICANT MUST COMPLETE

Have you ever plead "guilty", "no contest" or been convicted of any criminal offense, other than a minor traffic violation? NOTE: A conviction is not an automatic bar to employment as each case will be considered on its own merit.

| OFFENSE | PLACE | DATE | PENALTY |
|---------|-------|------|---------|
| | | | |
| | | | |

Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons?

(CIRCLE ONE)
YES / NO

If the answer is "yes" the above, please explain. _____

DO NOT DETACH THIS SECTION FROM THE APPLICATION
VOLUNTARY APPLICATION DATA COLLECTION FORM

Job Title: _____ Name: _____ SSN: _____

Sex: Female Male Age: _____

State and Federal law requires employers to obtain information from each job application concerning the applicant's race, sex national origin, and the job for which the applicant is applying. This form is used to provide each applicant with an opportunity to furnish such information voluntarily. Accordingly, if you decide not to provide the information, your decision will not be held against you. All information that is provided will be used for record-keeping purposes and will be kept separate from an employee's main personnel file. Furthermore, such information will not be used for any such discriminatory purpose.

How did you learn of this position?

- City Website
- Governmentjobs.com
- BC Water Jobs
- Jobs Available
- City Employee
- Walk In
- Other (Please Specify _____)

If you choose to provide the information, please complete the following:

- White (not of Hispanic origin)
- Black (not or Hispanic origin)
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native
- Other (Please Specify _____)

EXPERIENCE

- 1) List all work experience for the last ten years beginning with your most recent position first. If you have held more than one job with the same employer, list each job separately. Be sure to include all positions which relate to the position for which you are applying regardless of the date held.
- 2) You must clearly show that you meet the minimum experience requirements on this application form. Responses such as, "SEE ATTACHED RESUME" & "UNKNOWN" are not acceptable and will be grounds for rejection of your application.
- 3) Additional sheets may be attached if necessary. Be specific in detailing Job Title, Employment Dates, Hours Worked & Description of Duties.

| | |
|--|---|
| Job Title: _____ Employer Name, Address & Phone # _____ _____ _____ | Duties: _____ _____ _____ _____ |
| Supervisor _____ Dates Employed: From _____ to _____ Monthly \$ _____ Hourly \$ _____ Hours worked per week: _____ | Reason For Leaving: _____ _____ _____ |
| Job Title: _____ Employer Name, Address & Phone # _____ _____ _____ | Duties: _____ _____ _____ _____ |
| Supervisor _____ Dates Employed: From _____ to _____ Monthly \$ _____ Hourly \$ _____ Hours worked per week: _____ | Reason For Leaving: _____ _____ _____ |
| Job Title: _____ Employer Name, Address & Phone # _____ _____ _____ | Duties: _____ _____ _____ _____ |
| Supervisor _____ Dates Employed: From _____ to _____ Monthly \$ _____ Hourly \$ _____ Hours worked per week: _____ | Reason For Leaving: _____ _____ _____ |
| Job Title: _____ Employer Name, Address & Phone # _____ _____ _____ | Duties: _____ _____ _____ _____ |
| Supervisor _____ Dates Employed: From _____ to _____ Monthly \$ _____ Hourly \$ _____ Hours worked per week: _____ | Reason For Leaving: _____ _____ _____ |

DATES OF UNEMPLOYMENT: FROM: _____ TO: _____

REASON FOR UNEMPLOYMENT: _____

PLEASE CHECK BOX IF YOU DO **NOT** WISH TO HAVE YOUR PRESENT EMPLOYER CONTACTED

I hereby certify that all information contained in this application is true and complete. I also understand that the information I have provided will be verified by the City, and that any false statement, omission, or incomplete information may be cause for rejection of my application or discharge from employment. I understand that any offer of employment is contingent upon my meeting the physical screening standards established for this position which will include a physical assessment, drug/alcohol screening and completion of a medical questionnaire; I will be required to show proof of citizenship or the legal right to work in the United States of America; and if under 18 I will be required to provide a work permit.

SIGNED: _____

DATE: _____

