



City of Montclair Employment Application

5111 Benito St.

Mailing Address: P.O. Box 2308 Montclair, CA 91763
909-625-9407

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

INSTRUCTIONS: This application must be completely filled out and signed to be accepted. PLEASE TYPE OR PRINT RESPONSES.

POSITION TITLE: _____

NAME: _____
Last First M.I.

MAILING ADDRESS: _____
Number Street
City State ZIP Code

HOME PHONE: _____ **CELL PHONE:** _____

E-MAIL ADDRESS: _____

AGE: (Employment is subject to verification that your age meets any legal requirements for the applicable position.)

Are you 18 years of age or older? YES NO

DRIVER LICENSE: Do you have a current valid California Driver License? YES NO

CONVICTIONS: Other than a minor traffic violation or a possession of marijuana conviction which precedes the date of this application by at least two years, have you ever been convicted of a criminal offense? If "yes," please explain below. (Convictions are evaluated for each position and are not necessarily disqualifying; however, not truthfully identifying a conviction is grounds for disqualification.)

 YES NO

CITY EMPLOYMENT:

- 1. Are you a current or past employee of the City of Montclair? YES NO
If "YES," what department? _____
- 2. Do you have any family members currently working for the City of Montclair? YES NO
If "YES," what department? _____

TYPE OF EMPLOYMENT AND HOURS YOU WILL ACCEPT (Check all that apply):

Full Time Part Time Shift Work Day Evening Night Weekend

LANGUAGE SKILLS: Do you fluently speak, read, and write English? YES NO

List any other languages you speak and indicate your verbal, reading, and writing ability in each language.

EDUCATION AND TRAINING:

Circle highest grade completed: High School 9 10 11 12 Did you receive a high school diploma/G.E.D.? YES NO G.E.D.
College 1 2 3 4 Name, City, and State of high school attended: _____
Post-Graduate 5 6 7 8 _____

Name and Location of College, University, Business, Correspondence, Trade, or Service School(s)	Major Course of Study	Completed Number of		Diploma, Certificate, or Degree Received; Number of Hours of Training, Program, or Course(s) Required by Job Announcement	Date Completed
		Semester Units	Quarter Units		

Current certificates of professional competence, licenses, and membership in professional associations:

EMPLOYMENT HISTORY: List your complete employment history for the last 10 years. Begin with your most recent experience. List all jobs separately. A **resume will not substitute for the information required in this section.** Attach additional sheet if needed.

FROM: MO. _____ DAY _____ YR. _____ TO: MO. _____ DAY _____ YR. _____ HOURS/WEEK: _____ No. OF PEOPLE SUPERVISED: _____ MONTHLY SALARY: \$ _____	TITLE: _____ DUTIES: _____ _____ _____ _____ _____ _____ MAY WE CONTACT CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	PRESENT OR MOST RECENT EMPLOYER: _____ _____ ADDRESS: _____ _____ PHONE: _____ SUPERVISOR: _____ REASON FOR LEAVING: _____
FROM: MO. _____ DAY _____ YR. _____ TO: MO. _____ DAY _____ YR. _____ HOURS/WEEK: _____ No. OF PEOPLE SUPERVISED: _____ MONTHLY SALARY: \$ _____	TITLE: _____ DUTIES: _____ _____ _____ _____ _____ _____	PRESENT OR MOST RECENT EMPLOYER: _____ _____ ADDRESS: _____ _____ PHONE: _____ SUPERVISOR: _____ REASON FOR LEAVING: _____
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COMMENTS (if any): _____

ALL OFFERS OF EMPLOYMENT ARE CONDITIONED ON A CANDIDATE ESTABLISHING ELIGIBILITY TO WORK IN THE U.S. AND SUCCESSFULLY PASSING A PHYSICAL/MEDICAL EXAM, DRUG SCREENING, AND BACKGROUND INVESTIGATION.

ACCOMPANYING THIS APPLICATION IS A JOB FLYER LISTING THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU HAVE APPLIED. CAN YOU PERFORM EACH OF THESE FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS? YES NO

Do you have the legal right to work in the U.S.? YES NO
 (Proof of eligibility to work in the United States will be required upon offer of employment.)

I hereby authorize my former employers, references, or any other person to furnish the City of Montclair with information regarding my employment, job performance, reason for leaving employment, and any other information pertinent to my performance and tenure. I hereby release any of my former employers, their agents, or any other references from all liability for damages whatsoever in furnishing said information. I hereby authorize the City of Montclair and/or its agents to conduct a background investigation of my employment, education, criminal, and personal history. I hereby authorize the City of Montclair to receive and review the results of my preemployment drug screening, medical exam, and, if applicable, psychological exam. I hereby certify that all statements on this application are true and complete and that any misstatement or omission of material facts may subject me to immediate disqualification or dismissal.

SIGNATURE: _____ **DATE:** _____

THE CITY OF MONTCLAIR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF: Race, Religious Creed, Color, National Origin, Ancestry, Sex, Age, Marital Status, Physical Condition, Handicap, Sexual Orientation, or Disability in Employment or the Provision of Services.

AFFIRMATIVE ACTION SURVEY

The following information is voluntary and will not be used in any way in the selection process. Your cooperation in providing this information is appreciated.

Position for which you are applying: _____

Ethnic Origin: American Indian Caucasian
Asian American Filipino
African American Mexican American/Spanish Surname
Other

Gender: Male Female

NOTICE TO APPLICANTS

VETERANS' PREFERENCE SYSTEM IN SELECTION PROCESS

The City of Montclair has implemented a Veterans' Preference System. If you are a veteran who served active duty in the U.S. Armed Forces for a period of at least 24 continuous months and received an honorable discharge, you are eligible. Reserve and inactive service time does not count toward the required 24 months of continuous active duty.

To be considered for veterans' preference status, a certified copy of your most recent DD-214 form, or an acceptable equivalent, must be submitted with your completed and signed City application, on or before the final filing date for the recruitment. PLEASE NOTE: VETERANS' PREFERENCE STATUS MUST BE ESTABLISHED FOR EACH CITY POSITION FOR WHICH YOU APPLY.

If you meet the minimum qualifications established for a City position, receive a passing score in each testing phase of the recruitment process, and qualify for veterans' preference status, the City will apply an additional 10 points to your final examination score. Your final score is used to determine your placement on a certified eligibility list.