

Town of Apple Valley

Human Resources Department
14955 Dale Evans Parkway
Apple Valley, CA 92307
(760) 240-7000 Ext. 7600

EMPLOYMENT APPLICATION

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between The Town of Apple Valley and myself for either employment or for the providing of any benefit and that no promises regarding employment have been made to me by the Town of Apple Valley. Please complete all questions. Exclude any which may indicate national origin, sex, race, color, religion or age. All information will be treated confidentially. Incomplete or unsigned applications will not be accepted.

**TYPE OF
EMPLOYMENT
DESIRED:**

Position Applying For: _____ Salary Expected: _____

Date Available: _____ Applying for: Full Time Part Time Seasonal

PERSONAL:

In compliance with Federal and State Equal Opportunity Laws and the policy of the Town of Apple Valley, new employees are selected, and current employees promoted, on the basis of qualifications without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or handicap, and veteran status.

Name _____

Address _____

_____ Last _____ First _____ Middle _____

_____ Street _____ City _____ State _____ Zip _____

Cell Phone No. _____ Alt. Telephone No. _____

Email Address _____ May we send you employment notifications via email? Yes No

Have you ever been employed by the Town of Apple Valley? Yes No Explanation: _____

Do you have any relatives employed with the Town of Apple Valley? Yes No

If yes, name _____

Please check (✓) those work schedules listed below which you would be willing or able to work if required.

Full Time Part Time Temporary Shift Work Weekends Holidays

Indicate any work schedule restrictions:

Are you at least 18 years of age? Yes No

Do you have a California Drivers License? Yes No Class A Class B Class C Class M

**COMMENTS AND
ACCOMPLISHMENTS:**

Describe any areas of specialization that are job related. Exclude any which indicate race, national origin, creed, color or ancestry of its members

CPR Certified Yes No Date Expires _____ Typing Speed _____

First Aid Yes No Date Expires _____ Shorthand _____

List any foreign languages: _____

Vocational training/special courses of study:

List any professional certificates or licenses you have obtained (including state, date of expiration and registration/license number)

List computer, software, office machines or factory equipment you can operate:

REFERENCES:

(Do not list relatives or former employers)

Name Telephone Occupation Yrs. Known

Circle Highest Grade Completed
ELEMENTARY **SECONDARY** **ADVANCED** Do you have a high school equivalency
 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 certificate/G.E.D. ___ Yes ___ No

EDUCATION

BACKGROUND:
 List High School,
 Colleges, Military or
 Trade Schools.

Name and Address of Schools	Major and Option	Grade Point Avg. or Rank in Class	Type of Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If no degree, how many units were completed? _____

Extracurricular Activities and Scholarships: _____

EMPLOYMENT
BACKGROUND:

List all employment in
 the last ten years or
 since graduation
 beginning with your
 present or most
 recent position.

1. Employer _____ Employed From _____ To _____
Mo. Yr. Mo. Yr.

Address _____
Street City State Zip Code

May we contact this employer for reference? ___ Yes ___ No Telephone (____) _____

Name and Title of Last Supervisor _____

Your Current or Last Position and Duties _____

Your Starting Position and Duties _____

Reason(s) for Leaving: _____

Current or Last Base Pay Annual \$ _____ Initial Base Pay Annual \$ _____

Other Compensation (Give details on commissions, incentives, bonuses, etc.) _____

DO NOT
REFERENCE
RESUME.

2. Employer _____ Employed From _____ To _____
Mo. Yr. Mo. Yr.

Address _____
Street City State Zip Code

May we contact this employer for reference? ___ Yes ___ No Telephone (____) _____

Name and Title of Last Supervisor _____

Your Current or Last Position and Duties _____

Your Starting Position and Duties _____

Reason(s) for Leaving: _____

Current or Last Base Pay Annual \$ _____ Initial Base Pay Annual \$ _____

Other Compensation (Give details on commissions, incentives, bonuses, etc.) _____

3. Employer _____ Employed From _____ To _____
Mo. Yr. Mo. Yr.

Address _____
Street City State Zip Code

May we contact this employer for reference? Yes No Telephone (____) _____

Name and Title of Last Supervisor _____

Your Current or Last Position and Duties _____

Your Starting Position and Duties _____

Reason(s) for Leaving _____

Current or Last Base Pay Annual \$ _____ Initial Base Pay Annual \$ _____

Other Compensation (Give details on commissions, incentives, bonuses, etc.) _____

4. Employer _____ Employed From _____ To _____
Mo. Yr. Mo. Yr.

Address _____
Street City State Zip Code

May we contact this employer for reference? Yes No Telephone (____) _____

Name and Title of Last Supervisor _____

Your Current or Last Position and Duties _____

Your Starting Position and Duties _____

Reason(s) for Leaving _____

Current or Last Base Pay Annual \$ _____ Initial Base Pay Annual \$ _____

Other Compensation (Give details on commissions, incentives, bonuses, etc.) _____

I hereby certify that all answers and statements given by me are true and correct, without reservations of any kind, and that no attempt has been made by me to conceal pertinent information. I understand that falsification, omission or misstatement of information may result in refusal to hire or, if hired, dismissal from employment. I understand that any offer of employment shall be conditioned on taking and passing a medical and/or psychological examination, including drug and alcohol tests, to determine if I am able to perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I also understand that, if employed, I may be required to undergo physical and/or psychological examinations for job related reasons during my employment. I authorize former employers, schools, personal references, and other sources of information about me to give any information they may have about me. I hereby release and hold them and their organizations harmless from any and all liability for issuing such information. If, upon investigation, anything is found that would be potentially detrimental to the Town's operation, in any way, I understand that I may not be employed, and if I am already employed, I will be subject to dismissal from employment at any time, and I agree to release and hold harmless the Town of Apple Valley, its officials, employees and agents in that event. I understand and agree that if hired, my employment relationship with the Town of Apple Valley is at will and may be terminated by either party at any time and, further, that only written representations and promises by the Town Manager or the Town Council of the Town of Apple Valley will be enforceable. I hereby acknowledge that it is the policy of the Town not to disclose to the applicant, or if employed, the employee, the results of the Town's reference checks concerning the applicant and/or employee, whether favorable or unfavorable, and I agree with its policy and release and hold harmless the Town of Apple Valley, its officials, employees and agents for such nondisclosure. I understand that the benefits and rules and regulations of the Town of Apple Valley may be changed, modified, deleted or added to at anytime at the Town's sole option and without any prior notice. If employment is obtained, I will comply with all assignments, work hours and schedules, orders, rules and regulations of the Town, as they exist from time to time. I understand and agree that, if employed by the Town of Apple Valley, the Town has the right to search any property owned by the Town of Apple Valley and used by me in the course of my employment with the Town of Apple Valley, including, but not limited to, desks, cabinets, vehicles, files, computers, electronic mail, and voice mail; and I understand and agree that any personal property, including, but not limited to, handbags, briefcases, and vehicles brought onto Town property are subject to search by Town representatives. I understand and agree to such searches and release and hold harmless the Town of Apple Valley, its officials, employees and agents for any such searches. I certify that I have read and understand all the terms of this employment application and that this application will remain active for no more than one year.

Name (Please Print) Signature Date

***We appreciate your interest and thank you for your time and effort in completing this application.
The Town of Apple Valley is an equal opportunity employer.***