



<b>CITY OF SANTA MONICA</b> <b>APPLICATION FOR CITY EMPLOYMENT - PAGE 2</b>	<b>CANDIDATE NAME:</b>
	<b>POSITION APPLIED FOR:</b>

**EMPLOYMENT HISTORY:** List all periods of employment for the past 10 years, beginning with your most recent or present employer. In addition, list any experience that may help you to qualify for the position you are applying for. List separately each position held, including different positions with the same employer. List and explain all periods of unemployment in the space provided. If you need more space, attach additional sheets to this application. **Resumes may be included but will not substitute for this section.** Failure to complete this section in its entirety may result in the rejection of your application.

From: (Mo./Yr.)	Title of Your Current or Most Recent Position:	Name of Employer:
To: (Mo./Yr.)	Do/Did You Supervise Others? YES ___ NO ___ How Many? _____	Employer's Address (City, State):
Hours per Week:	Duties Performed:	Supervisor's Name, Title, Phone #:
Salary:		Reason for Leaving:
_____ per hour _____ per month		May we contact? YES ___ NO ___

From: (Mo./Yr.)	Title of Position Held Before the One Above:	Name of Employer:
To: (Mo./Yr.)	Do/Did You Supervise Others? YES ___ NO ___ How Many? _____	Employer's Address (City, State):
Hours per Week:	Duties Performed:	Supervisor's Name, Title, Phone #:
Salary:		Reason for Leaving:
_____ per hour _____ per month		May we contact? YES ___ NO ___

From: (Mo./Yr.)	Title of Position Held Before the One Above:	Name of Employer:
To: (Mo./Yr.)	Do/Did You Supervise Others? YES ___ NO ___ How Many? _____	Employer's Address (City, State):
Hours per Week:	Duties Performed:	Supervisor's Name, Title, Phone #:
Salary:		Reason for Leaving:
_____ per hour _____ per month		May we contact? YES ___ NO ___

From: (Mo./Yr.)	Title of Position Held Before the One Above:	Name of Employer:
To: (Mo./Yr.)	Do/Did You Supervise Others? YES ___ NO ___ How Many? _____	Employer's Address (City, State):
Hours per Week:	Duties Performed:	Supervisor's Name, Title, Phone #:
Salary:		Reason for Leaving:
_____ per hour _____ per month		May we contact? YES ___ NO ___

**CERTIFICATION OF TRUTHFULNESS AND AUTHORIZATION TO CONTACT PRESENT/PREVIOUS EMPLOYERS:** I certify that all statements made in this application are true and complete. I also understand that any misstatements of material facts may result in my disqualification from the examination process or dismissal from employment. I authorize the City of Santa Monica to verify all statements and information provided on this application form.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**CITY OF SANTA MONICA HUMAN RESOURCES DEPARTMENT: CONVICTION INFORMATION QUESTIONNAIRE**

**NOTICE:** Individuals with conviction records are eligible for employment with the City of Santa Monica and are encouraged to apply. Applications with conviction records are referred to the City of Santa Monica Personnel Board for evaluation. This evaluation is to determine whether or not this application may be further considered for this classification only. The evaluation will be based on the nature of the job applied for, the nature of the offense, and the applicant's conduct subsequent to the offense. **Information on convictions is required from all applicants. Any omissions are grounds for rejection of the application, removal of the applicant's name from the eligible list, or dismissal from City employment.** This information will be kept confidential and will not become part of your permanent personnel file, if hired. All employees are fingerprinted and notification of convictions is sent to the Human Resources Dept. by the State of California, Department of Justice, Bureau of Criminal Identification.

Please respond to the following question:

*Have you ever been convicted of breach or violation of any ordinance or law other than a minor traffic violation? If "YES", you must provide additional information as requested below.*

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Please provide information pertaining to ALL convictions, unless sealed or expunged. Do NOT list arrests that did not result in a conviction.

Date of Conviction	Code Section Violated (Number and Title)	Felony or Misdemeanor
<b>Sentencing Information:</b> (length of jail sentence, time served, monetary fine, terms of parole and/or probation)		
<b>Description of Offense / Additional Remarks:</b>		

Date of Conviction	Code Section Violated (Number and Title)	Felony or Misdemeanor
<b>Sentencing Information:</b> (length of jail sentence, time served, monetary fine, terms of parole and/or probation)		
<b>Description of Offense / Additional Remarks:</b>		

Date of Conviction	Code Section Violated (Number and Title)	Felony or Misdemeanor
<b>Sentencing Information:</b> (length of jail sentence, time served, monetary fine, terms of parole and/or probation)		
<b>Description of Offense / Additional Remarks:</b>		

I certify that I have read this notice and that I am aware of my responsibilities in reporting convictions on my application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



## **RACE/ETHNICITY DEFINITIONS**

The following definitions are used by the United States Equal Employment Opportunity Commission (EEOC). The City is required to make periodic reports to the EEOC. These definitions are provided to assist you in making a selection in the Race/Ethnicity section of the Applicant Information Form. For reporting purposes, the Equal Employment Opportunity Commission defines race/ethnicity categories as follows:

**American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.

**Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

***The definitions listed above are provided as general guidelines only. Applicants are encouraged to select the category that best represents themselves.***