



## City of Madera Employment Application Guidelines

How you complete your application can assist you in the selection process. Remember, a complete employment application is your key to viable competition for any recruitment.

You are encouraged to consider the following guidelines when completing your employment application material:

1. **Always complete the application in full.** Do not leave sections calling for job skills and work experience blank. Human Resources' staff is not permitted to assume facts about you from your job title alone. You need to briefly outline/list skills and experiences that relate to the position for which you are applying.
2. **Always sign and date your application.** Failure to sign and date your application may jeopardize consideration of your application. Your signature verifies that the information you have provided is true and accurate to the best of your ability. For your application to be considered complete, the City must receive your application with original signature. Digital signatures will not be accepted in lieu, nor will scanned or facsimile copies.
3. **Read the job flyer/announcement carefully before you complete the application form.** Many people ignore this requirement and later perform poorly in the examination process because they are not familiar with the requirements for the position. Also, reading the job announcement will help you to determine if the particular job fits your qualifications and experience.
4. **Type your application or complete it by printing in black or blue ink.** Applications completed in pencil will be considered incomplete.
5. **Do not use resumes as a short cut to completing the job application.** If you do not provide sufficient information about prior work or volunteer experience, or simply indicate "see resume," your application will be considered incomplete. If you run out of space on the application, complete as much information as possible on the application and then attach a separate document listing your additional skills or experience. The use of resumes or supplemental information sheets only augments what you have already submitted on your written application form. Resumes and/or other 'extra' information do not serve in lieu of an application.
6. **Complete the application neatly.** The following circumstance may cause an application to be considered illegible/incomplete: dirty applications, those with scratched out information, or those with illegible handwriting. This may also be perceived as a poor work habit. Failure to present a neatly written, printed or typed application may jeopardize consideration of your application.
7. **Your original application must be received by the filing deadline as indicated in the job flyer/announcement.** You may hand deliver your application or send it in the US Mail or through another delivery service (UPS, FedEx, Goldenstate Overnight, etc.)
8. **When an assigned date and time for a test or interview has been scheduled, please allow yourself at least ten to fifteen minutes of time ahead of your scheduled appearance.** Allowing some extra time gives you the opportunity to prepare yourself for the test or interview without the additional stress of being rushed.



## EMPLOYMENT APPLICATION

CITY OF MADERA

205 W. 4<sup>TH</sup> STREET, MADERA, CA 93637  
(559) 661-5401 – WWW.CITYOFMADERA.ORG

AN EQUAL OPPORTUNITY – AFFIRMATIVE ACTION – DRUG FREE EMPLOYER

### **INSTRUCTIONS:** *(Please Read Carefully)*

1. This application is part of the examination process. Please type or print in ink all required information. Incomplete, illegible or unsigned applications may be eliminated from consideration. It is the applicant's responsibility to insure that the application is complete and on file in the Human Resources Department by the end of the filing period. Late and/or incomplete applications may be rejected.
2. Resumes may be attached, but may not be substituted for completion of this application.
3. Any material submitted during the application process is considered the property of the City of Madera. Applicants who wish to retain copies must make them prior to submitting materials.

### **GENERAL INFORMATION:** *(A separate application is required for each position.)*

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Number and Street or P.O. Box City State Zip

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work/Message Phone: (\_\_\_\_) \_\_\_\_\_

Are you over 18 years of age? Yes No

If not, do you possess a valid work permit? Yes No

Have you ever been discharged from employment  
or been forced to resign? Yes No

If yes, please explain:

Indicate the type of appointment(s) you will accept:

Full-time Part-time Temporary Regular

If hired, can you provide proof of possession of a  
valid California Driver's License? Yes No

If yes, give license number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Class of License: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  
*(Please do not include minor traffic infractions or juvenile  
offenses. No applicant, except for the position of Police Officer,  
need disclose any conviction for marijuana use within two (2)  
years from the date of such conviction per Labor Code 432.8)*  
Yes No

If yes, for each offense, please list the date, offense, place, and  
fine or sentence *(A conviction is not an automatic bar to  
employment)*:

Can you, at the time of employment, submit proof of your legal  
right to work in the United States? Yes No

**EDUCATION AND TRAINING:**

Did you graduate from high school?   Yes                      No                      If no, did you receive a G.E.D.?   Yes                      No

Name and address of school: \_\_\_\_\_

**Technical or Trade School:**

School Name and Address: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Certification/Degree Received: \_\_\_\_\_

School Name and Address: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Certification/Degree Received: \_\_\_\_\_

**University/College:**

School Name and Address: \_\_\_\_\_

Major/ Course of Study: \_\_\_\_\_ Units Completed: \_\_\_\_\_ Semester                      Quarter

Did you Graduate?                      Yes                      No                      If yes, date degree was conferred: \_\_\_\_\_

School Name and Address: \_\_\_\_\_

Major/ Course of Study: \_\_\_\_\_ Units Completed: \_\_\_\_\_ Semester                      Quarter

Did you Graduate?                      Yes                      No                      If yes, date degree was conferred: \_\_\_\_\_

**Other (Specify):**

School Name and Address: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Certification/Degree Received: \_\_\_\_\_

**Certifications, Licenses, or Professional Memberships that you currently hold:**

**EMPLOYMENT HISTORY:**

Starting with your most recent experience and working backward, list all work experience for at least the past 10 years and any prior experience relevant to the job you are applying for. Experience may be paid, unpaid, full time, part time, or military. If more space is needed, attach additional pages. **A resume may be attached but will not be accepted in lieu of this section.**

Position/Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_

Hrs per week: \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Duties:

Position/Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_

Hrs per week: \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Duties:

Position/Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_

Hrs per week: \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Duties:

**EMPLOYMENT HISTORY CONTINUED:**

Position/Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_

Hrs per week: \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_

Hrs per week: \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

**APPLICATION CERTIFICATION:** *(Please read carefully before signing)*

I HEREBY CERTIFY that the information supplied on this application, and any supplement to it, is true and correct to the best of my knowledge. I understand that any misrepresentation, falsification or omission of information on this application may result in forfeiture of all rights, terms, conditions and privileges of employment, or if I am hired, may result in discharge from employment. Unless otherwise noted, I agree that any of the statements I have made herein may be verified by the City of Madera, which may include contact with my former employers and educational institutions.

If employed, I agree to observe all rules, regulations, policies, and procedures as they relate to City of Madera employees. I also understand that all offers of employment are conditioned on my ability to provide proof of my identity and legal ability to work in the United States, and on the satisfactory completion of a post-offer medical screening and background investigation. I agree that my employment and compensation can be terminated at-will, with or without cause, and with or without notice, at anytime at the discretion of myself or the City of Madera except as may be otherwise required by law. I understand this application does not constitute an agreement or contract for employment for any period of time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPLICATION DATA**

Federal regulations require the collection of ethnic/gender-based data to determine the impact, if any, of our selection procedures and to assure access of the disabled to the recruitment/selection process.

*Providing the following information is voluntary, (The information provided will be kept confidential)*

**EXAMINATION TITLE:** \_\_\_\_\_

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

**ETHNIC DESIGNATION: (CHECK ONE)**

**White-** *(All persons having origins in any of the original peoples of Europe, North Africa or the Middle East)*

**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 includes China, Japan, Korea, and Samoa)*

**Black-** *(All persons having origins in any of the black racial groups of Africa)*

**American Indian or Alaskan Native-** *(All persons having origins in any of the original peoples of North America, and having maintained cultural identification through tribal affiliation or community recognition)*

**Spanish Origin or Hispanic-** *(All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race)*

**Other-** *(Persons belonging to groups whose origin is NOT listed above. Please specify group: \_\_\_\_\_)*

**SEX:**      Male              Female

**Do you need any accommodation in the application or testing process for this position? (It is not necessary that you describe or identify the disability.) Applicants who require special examination accommodations should contact the Human Resources Department five (5) days prior to the examination at (559) 661-5401.**

YES              NO

**If "Yes", please describe the types of accommodation required.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RECRUITMENT INFORMATION:**

**How did you learn of this employment opportunity?**

Posted Bulletin - Where : \_\_\_\_\_

Newspaper (please specify by title): \_\_\_\_\_

Other Publication (please specify by title): \_\_\_\_\_

Website (please specify address): \_\_\_\_\_

Other (please specify): \_\_\_\_\_