



City of Novato
Employment Application
Human Resources Office
 922 Machin Avenue
 Novato, California 94945
 415/899-8900

Human Resources Office Use Only
Received:
Accept _____
Late _____
No _____
Exper. _____
Cond. _____
Educ. _____

Instructions: Print or type requested information using black or dark blue ink. Immediately notify Human Resources of address, e-mail or phone number changes. A separate application must be completed for each position. All statements are subject to verification. The application must be filled out entirely to be accepted for review. **DO NOT INDICATE "SEE RESUME" OR "SEE ATTACHMENT."**

POSITION APPLIED FOR:

Name:

<i>Last</i>	<i>First</i>	<i>Middle</i>
Mailing Address:	Home Phone: ()	
City: State: ZIP	Work Phone: ()	
E-mail Address:	Cell Phone: ()	
Driver's License #	State _____	Class _____

High School Name:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Location:	If you did not graduate, do you have a G.E.D. Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Circle grade completed:	1 2 3 4 5 6 7 8 9 10 11 12

College or University Name:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Location:	If no degree, list number of units completed:	Semester Units:
		Quarter Units:
Years completed: 1 2 3 4 5	Degree:	Major: Minor:

Post Graduate School/Other Name:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Location:	Course:
Degree:	

Employment History *(Starting with Most Recent)*

Name & Address of Employer:	Phone: ()	Annual Salary:
		Name & Title of Supervisor(s):**
Title of Position:	Dates of Employment: <i>(use month and year)</i> From: _____ To: _____	Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving:		Number of Hours per week: _____
Describe duties of position:		

MAY WE CONTACT YOUR CURRENT EMPLOYER? YES NO

****Your current Supervisor will not be contacted until a background investigation is initiated.**

Name & Address of Employer:	Phone: ()	Annual Salary:
		Name & Title of Supervisor(s):
Title of Position:	Dates of Employment: <i>(use month and year)</i> From: _____ To: _____	Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving:		Number of Hours per week: _____
Describe duties of position:		

Name & Address of Employer:	Phone: ()	Annual Salary:
		Name & Title of Supervisor(s):
Title of Position:	Dates of Employment: <i>(use month and year)</i> From: _____ To: _____	Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving:		Number of Hours per week: _____
Describe duties of position:		

Based upon your education and experience, please describe the skills, knowledge and abilities which qualify you for this position. Include any professional licenses, certificates or credentials (type/issue date/expiration date):

Were you discharged or asked to resign from any position that you held? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state circumstances:
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Are you legally authorized to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you have any relatives employed by the City of Novato? If yes,	Name of Relative: _____ Relationship: _____ Department: _____
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Police Department Applicants

P.O.S.T. Certified Police Academy Graduate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date: _____
If not, are you currently enrolled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date: _____
P.O.S.T. Certified Public Safety Dispatcher Course	<input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date: _____
If not, are you currently enrolled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date: _____
Have you applied within the last two years for a position with the Novato Police Department?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when? _____

Please attach copy of graduation certificate.

EQUAL OPPORTUNITY EMPLOYER

Our City government accepts for employment and promotes its employees without regard to race, color, religion, sex, age, marital status, national origin, ancestry, physical or mental handicap unrelated to ability of an individual, or an unfavorable discharge from military service, and bases appointments and promotions on merit, experience, and other qualifications applied fairly to all applicants and in accord with State and Federal law.

<p>I certify that the information contained in this application is true to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, on this or any other employment form, will be sufficient reason not to hire me and may be cause for my dismissal.</p> <p>I understand the City is in no way obligated to provide employment and that I am in no way obligated to accept employment. This application does not bind either party for a specific period of time regarding employment and the statements herein do not constitute any sort of contract of employment.</p>

Signature of Applicant: _____ **Date of Application:** _____

CITY OF NOVATO
 PARKS, RECREATION AND COMMUNITY SERVICES

**Supplemental Application for
 Part-time Employment**

Instructions: Please print in ink, or type. Incomplete or illegible applications will not be considered. Your application will remain on file for one year after the date of application. To remain eligible for employment after that date, it will be necessary to file a new application.

Name _____ Date: _____
 Last First MI

POSITION(S) DESIRED: Please check the position(s) for which you are applying.

	Recreation Leader I		Class Instructor
	Recreation Leader II		Gymnastics Instructor
	Recreation Leader III		Sports Official
	Recreation Leader IV		Child Care Teacher

PROGRAMS OF INTEREST: Please indicate areas in which you are interested and qualified:

	Youth	Teen	Adult
<input type="checkbox"/> Basketball	_____	_____	_____
<input type="checkbox"/> Soccer	_____	_____	_____
<input type="checkbox"/> Baseball	_____	_____	_____
<input type="checkbox"/> Softball	_____	_____	_____
<input type="checkbox"/> Volleyball	_____	_____	_____
<input type="checkbox"/> Other _____			

<input type="checkbox"/> Preschool Programs <input type="checkbox"/> School-Aged Child Care Programs <input type="checkbox"/> Teen Programs	<input type="checkbox"/> Gymnastics Program <input type="checkbox"/> Day Camps <input type="checkbox"/> Other _____
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PLEASE COMPLETE OTHER SIDE

ACTIVITIES OF INTEREST:

_____	Hiking	_____	Outdoor Games
_____	Nature Study	_____	Music
_____	Arts & Crafts	_____	Dramatics
_____	Sports	_____	Other _____

CERTIFICATES: Do you currently hold any of the following certificates?

	<u>Expiration Date</u>
Standard First Aid Care	_____
Cardio-Pulmonary Resuscitation (CPR)	_____

AVAILABILITY: What days, times and seasons are you available?

ADDITIONAL QUALIFICATIONS: List any additional recreation activities, qualifications, background, experience, or training that you possess and believe are important considerations in selecting you for this job. Include activities in which you have participated and what leadership roles you may have held. Include any club activities or special skills. You may attach an additional page or resume.

SUPPLEMENTAL QUESTIONNAIRE

Position Applied For:

Date:

In accordance with Section 1233 of the State Government Code and Section 1420 of the State Labor Code, the information requested below will be used for statistical purposes only. It will enable the Personnel Office to more effectively evaluate the recruitment process in meeting affirmative action goals, and to determine if there is any adverse impact in the selection process on groups protected under federal and state equal opportunity laws. This information is requested on a voluntary basis and will not be retained as part of your application. If you have any questions regarding this request, please contact the Personnel Office. Your application will be processed whether or not you complete these questions.

Male Female

Ethnic Category

- Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American** A person having origins in any of the Black racial groups of Africa
- Native Hawaiian or Other Pacific Islander** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races** All persons who identify with more than one of the above races.

Job Source Information

Please indicate where you learned of this job vacancy:

- Walk-In to City Office
- Newspaper (Please Specify) _____
- Job flyer post at another agency – Agency Name: _____
- State Employment Office (EDD)
- Professional Journal or Publication (Please Specify) _____
- Jobs Available
- Craigslist
- California Job Journal
- City of Novato Website
- College Placement Service - School Name: _____
- Friend or Relative - Name: _____
- Other (Please Specify) _____

PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.