



# CITY OF EAST PALO ALTO

**Employment Application**  
An Equal Opportunity Employer  
2415 University Avenue  
East Palo Alto, CA 94303  
(650) 853-3132

***This application must be fully completed.***  
***You may attach a resume, but it will not be accepted in place of this document.***

POSITION FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ Apt. # \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Cellular

E-MAIL: \_\_\_\_\_

ARE YOU 18 YEARS OF AGE OR OVER?  Yes  No

VALID DRIVER'S LICENSE:

State \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Class \_\_\_\_\_

FLUENCY IN OTHER LANGUAGES:

What language(s) other than English do you speak fluently? \_\_\_\_\_

Read Fluently?  Yes  No Write Fluently?  Yes  No

EDUCATION AND TRAINING:

Check box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California H.S. Proficiency Certificate

Business or Trade School	City, State	Major	Degree or Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No
College/University (Undergraduate)	City, State	Major	Degree <input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School	City, State	Major	Degree <input type="checkbox"/> Yes <input type="checkbox"/> No

**EXPERIENCE:** List your work experience, starting with your most recent job. If needed, attach separate sheets of paper.

*Current or most recent employer name and address:*

Dates of employment: From:                      To:	
_____	_____
Month/Year	Month/Year
Hours worked per week:	Ending salary: \$

Job title and description of duties:

Reason for leaving:

Supervisor's name: \_\_\_\_\_  
Phone number: (    ) \_\_\_\_\_

Employees supervised:

May we contact this employer?    Yes    No

*Previous employer name and address:*

Dates of employment: From:                      To:	
_____	_____
Month/Year	Month/Year
Hours worked per week:	Ending salary: \$

Job title and description of duties:

Reason for leaving:

Supervisor's name: \_\_\_\_\_  
Phone number: (    ) \_\_\_\_\_

Employees supervised:

May we contact this employer?    Yes    No

*Previous employer name and address:*

Dates of Employment: From:                      To:	
_____	_____
Month/Year	Month/Year
Hours worked per week:	Ending salary: \$

Job title and description of duties:

Reason for leaving:

Supervisor's name: \_\_\_\_\_  
Phone number: (    ) \_\_\_\_\_

Employees supervised:

May we contact this employer?    Yes    No

**CERTIFICATE OF APPLICANT:** I certify that all statements in the application are true and I authorize investigation and verification of all matters contained in this application. I understand that any misstatement or omission of material fact on this application will cause forfeiture on my part of all rights to employment with the City of East Palo Alto. I understand that I must pass a post-offer/pre-employment medical examination, including a TB Test, and Department of Justice (DOJ) /Federal Bureau of Investigation (FBI) fingerprint clearance prior to beginning employment. For some classifications, a background investigation, psychological evaluation, and DMV check will be required.

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

# CITY OF EAST PALO ALTO

Voluntary Statistical Information (Optional)  
An Equal Opportunity Employer

To the applicant: To ensure compliance with state and federal regulations, we request that you provide the following information. Your submittal of this information is voluntary. This data will be kept separate from your application and is used for statistical purposes only.

\_\_\_\_\_  
Last Name First Name MI

Gender:

MALE  FEMALE

Racial/Ethnic Affiliation: (Mark one)

**WHITE:** (not of Hispanic origin): All Persons not classified into one of the five specific ethnic minority categories below.

**AFRICAN-AMERICAN:** (not of Hispanic origin): All persons having origin in any of the Black racial groups.

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

**ASIAN/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, for example: Cambodia, China, India, Japan, the Philippines, Japan, Korea, and Samoa.

**AMERICAN INDIAN/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.

**OTHER/BI-RACIAL:** Persons who do not identify with any of the above categories or who have no or unknown racial/ethnic origins.

***The following will assist the City in understanding which source of advertising reached you. Please complete the following:***

I learned of this job opening through the following sources. (Please check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> East Palo Alto Job Announcement   | <input type="checkbox"/> Newspaper _____                       |
| <input type="checkbox"/> Trade or Professional Publication | <input type="checkbox"/> Relative or Friend                    |
| <input type="checkbox"/> Jobs Available Publication        | <input type="checkbox"/> Local Organization                    |
| <input type="checkbox"/> City Website (www.cityofepa.org)  | <input type="checkbox"/> Other Source: (Please specify): _____ |