

City of Calimesa

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www.cityofcalimesa.net

"Preserving and enhancing the open space atmosphere and quality of life in Calimesa"



Employment Application

Qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age or national origin.

PERSONAL INFORMATION

Date: _____

Name: _____

Address: _____

Primary Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? Yes No
**Proof of citizenship or immigration status will be required upon employment.*

EMPLOYMENT DESIRED

Position applying for: _____ Desired Salary: _____ Desired Start Date: _____

Are you employed now? Yes No If Yes, may we contact employer? Yes No

Have you ever applied with Calimesa City before? Yes No When? _____

EDUCATION

	Name and Location of School	Highest Level Completed	Graduation Date
High School			
College			
Trade, Business, or Correspondence School (Include Credit Hours Earned)			

Are you a student now? Yes No School & Location: _____

Course(s) taking: _____

FORMER EMPLOYERS (List below your past employers starting with the most recent.)

Date (month/year)	Name, Address, and Telephone No. of Employer	Title and Duties Performed	Reason for Leaving
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			

****To include additional information, please submit resume for other past employment along with this application.**

MILITARY SERVICE

Date of U.S. Military Active Service:

Branch of Service:

Service No.:

Rank/ Rate/ Grade:

Primary Duties:

Awards and Decorations:

Type of Discharge:

Selective Service Classification:

ADDITIONAL INFORMATION

Other special skills, interests, or additional information that you would like us to consider:

REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name	Relationship	Telephone	Type of Business and/or Title	Years Known

I HEREBY CERTIFY that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentation of facts called for in this application or any supplements thereto, is cause for rejection of my application or discharge at any time during my employment. I voluntarily authorize my former employer, schools, and persons named herein to give information regarding me, whether or not such information is a part of their records. I hereby release said organization or persons from any liability or claim whatsoever for issuing this information. **I UNDERSTAND** that as a condition of employment, I may be required to pass an employment physical and any future physical examinations required.

Applicant's Signature

Date

Your application must be received by the closing date shown on the announcement. You are responsible for ensuring that education, experience, licenses and/or certificates required for the position are clearly shown on the application form. ALL SECTIONS MUST BE COMPLETED AND THE APPLICATION MUST BE SIGNED IN ORDER FOR THE APPLICANT TO BE CONSIDERED FOR EMPLOYMENT. **Resumes are strongly suggested but will not be accepted in lieu of a City of Calimesa Employment Application.