



Town of Atherton EMPLOYMENT APPLICATION

DEPARTMENT OF HUMAN RESOURCES
80 Fair Oaks Lane
Atherton, CA 94027
(650) 752-0529

An Equal Opportunity Affirmative Action Employer

Please visit our website at: www.ci.atherton.ca.us

PLEASE NOTE: Type or print information onto this form. Use black ink. Incomplete or illegible applications will not be accepted.

1. Job Title: _____

2. Name _____
Last First Middle

3. Address _____
Number Street Apt. # City State Zip

4. Home Phone (_____) _____ Business Phone (_____) _____ Cell Phone (_____) _____

5. Email address: _____

6. Are you over 18 years of age? Yes No (Employment is subject to verification that you meet any legal age requirements for the job applied for)

7. Do you possess a valid California Driver's License? Yes No
Driver's License Number _____ Expiration Date _____ Class _____

EDUCATION and TRAINING

Check appropriate box if you possess one of the following:

Highest year completed 8 9 10 11 12 Some College AA/AS BA/BS Masters +

Did you graduate from High School or receive a GED? Yes No

High School Attended: _____ Location of HS/GED: _____

LIST YOUR EDUCATION/TRAINING RELATED TO THE POSITION INCLUDING COLLEGES/TECHNICAL, AND MILITARY SCHOOLS, ETC.

Name and Address of College, University Vocational School or Institute	Course of Study Or Major	Degree(s), Certificates, Units Hours if Applicable
A.		
B.		
C.		
D.		

List special skills and current valid licenses, certificates or registrations relevant to this position:

EMPLOYMENT HISTORY

Begin with your most recent experience.

List work record history and include any other pertinent experience. Failure to list work experience will be considered an incomplete application and subject to rejection. **A resume will not substitute for the information required in this section.** Resumes may be included, but do not write "See Resume" in lieu of completing the application.

NOTE: **(Include your last 10 years of employment)** Begin with your most recent position, and attach additional sheets if necessary.

Current or most recent employer name & address:

<p style="text-align: center;">DATES EMPLOYED</p> <p style="text-align: center;">Month Year Month Year</p> <p>From / To /</p>	JOB TITLE AND DESCRIPTION OF DUTIES
Total Months Hours Per Week	SUPERVISOR'S NAME AND PHONE No.
REASONS FOR LEAVING	

Number of employees you supervised:

MAY WE CONTACT YOUR CURRENT EMPLOYER? YES NO If "No," indicate exceptions and reasons.

Previous employer name & address:

<p style="text-align: center;">DATES EMPLOYED</p> <p style="text-align: center;">Month Year Month Year</p> <p>From / To /</p>	JOB TITLE AND DESCRIPTION OF DUTIES
Total Months Hours Per Week	SUPERVISOR'S NAME AND PHONE No.
REASONS FOR LEAVING	

Number of employees you supervised:

Previous employer name & address:

<p style="text-align: center;">DATES EMPLOYED</p> <p style="text-align: center;">Month Year Month Year</p> <p>From / To /</p>	JOB TITLE AND DESCRIPTION OF DUTIES
Total Months Hours Per Week	SUPERVISOR'S NAME AND PHONE No.
REASONS FOR LEAVING	

Number of employees you supervised:

Previous employer name & address:

<p style="text-align: center;">DATES EMPLOYED</p> <p style="text-align: center;">Month Year Month Year</p> <p>From / To /</p>	JOB TITLE AND DESCRIPTION OF DUTIES
Total Months Hours Per Week	SUPERVISOR'S NAME AND PHONE No.
REASONS FOR LEAVING	

Number of employees you supervised:

EMPLOYMENT HISTORY

Previous employer name & address:

<p style="text-align: center;">DATES EMPLOYED</p> <p style="text-align: center;">Month Year Month Year</p> <p>From / To /</p>		JOB TITLE AND DESCRIPTION OF DUTIES
Total Months	Hours Per Week	SUPERVISOR'S NAME AND PHONE No.
		REASONS FOR LEAVING

Number of employees you supervised: _____

Previous employer name & address:

<p style="text-align: center;">DATES EMPLOYED</p> <p style="text-align: center;">Month Year Month Year</p> <p>From / To /</p>		JOB TITLE AND DESCRIPTION OF DUTIES
Total Months	Hours Per Week	SUPERVISOR'S NAME AND PHONE No.
		REASONS FOR LEAVING

Number of employees you supervised: _____

ADDITIONAL EXPERIENCE

Use the space provided to list any additional experience (volunteer, internship, etc.).

CERTIFICATE OF APPLICANT. (Read Carefully Before Signing)

I hereby certify that all statements made in this 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 of employment with the Town of Atherton. I further agree to be fingerprinted, to submit to a complete medical examination by a town physician and to furnish such proof of age and citizenship as may be required.

Signature _____ Date _____

DISABLED APPLICANTS: The Town of Atherton will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you are required an accommodation, please contact us at 650-752-0529 no later than seven (7) calendar days before the test/interview date.

TOWN OF ATHERTON AFFIRMATIVE ACTION QUESTIONNAIRE

Section 1233 of the California Government Code gives each individual the opportunity to voluntarily declare his/her identification on an employment application. This information will be used by the Town of Atherton in conducting research and in compiling statistical reports regarding the composition of its job applicants and workforce. It is illegal to use this information to discriminate against or, to give preference to a person for hiring or promotion. After this information has been recorded by the Human Resources Department, it will be removed from the application prior to review by the hiring department. **[OPTIONAL]**

Position you are applying for: _____

Please answer all the questions by placing an "X" in the appropriate box.

A. Please indicate gender:

1. Male
2. Female

**B. Please indicate the racial / ethnic category which you most closely identify with below
(Please check only one):**

- HISPANIC or LATINO:** A person of Cuban, Mexican, Puerto Rican, South or central American, or Spanish culture or origin regardless of race.
- WHITE (Not Hispanic or Latino)** A person having origins in any of the original peoples of Europe, the Middle or North Africa
- BLACK or AFRICAN AMERICAN (Not Hispanic or Latino):** A person having origins in any of the Black racial groups of Africa.
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (Not Hispanic or Latino)** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- ASIAN (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This area includes, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- AMERICAN INDIAN or ALASKAN NATIVE (Not Hispanic or Latino)** A person having origins in any of the original people of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- TWO or MORE RACES (Not Hispanic or Latino)** All persons who identify with more than one of the above five races.

C. DISABILITIES: (Check all that apply)

- None Hearing Sight Speech Other

I first learned of this job opening through (please check one):

TOWN OF ATHERTON RELATED

- Town Employee
 Town Website

NEWSPAPERS

- San Francisco Chronicle
 Jobs Available
 San Jose Mercury
 Contra Costa Times

INTERNET

- CalOpps.org
 Craigslist.org
 Monster.com
 GovJobs.com
 HotJobs.com

PUBLIC SECTOR PUBLICATIONS

- Jobs Available
 Western City
 ICMA Newsletter
 City & State

OTHER

- _____

Are you related to anyone employed by the Town of Atherton? No Yes

If yes, please provide name and relationship: _____