



City of Santa Clara EMPLOYMENT APPLICATION



The City of Santa Clara is a balanced and diversified community of over 120,284 residents that features attractive residential areas, shopping and dining, 36 beautiful parks, excellent public and private schools, and vigorous industrial areas including the world-renowned businesses of Silicon Valley. Santa Clara is the home of historic Mission Santa Clara, Santa Clara University, California's Great America Theme Park, and corporate headquarters of Fortune 500 companies. Santa Clara is a full service Charter City with a Council/Manager form of government.

These Core Values guide day-to-day actions and decision-making in the City of Santa Clara:

Ethical
Professional
Service-Oriented
Fiscally Responsible
Organized
Communicative
Collaborative
Progressive

Our mission is: "To promote a living and working environment that allows for the best quality of life by serving the community with resourceful, efficient, progressive, and professional leadership."

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
SANTA CLARA, CALIFORNIA 95050
www.santaclaraca.gov



City of Santa Clara Employment Application Voluntary Applicant Self-Identification Form



To assist the City of Santa Clara in complying with the United States Government Equal Employment Opportunity reporting requirements, applicants are asked to voluntarily provide the following information. The form will be separated from your application before the screening process, will be kept confidential, and in no way will be used in the selection process. Information collected from this form will be used only for research and statistical purposes.

Position Applied for: _____ **Today's Date:** _____

Gender (please check one box): Male Female

Please check one box for the racial/ethnic group with which you most closely identify:

- White All persons having origins in any of the original people of Europe, the Middle East, or North Africa
- Black or African American All persons having origins in any of the Black racial groups of Africa
- Hispanic or Latino All persons of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race
- Asian All persons having origins in any of the original people of the Far East, Southeast Asian, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander All persons having origins in any of the people of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaska Native All persons having origins in any of the original people of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
Please identify the tribe with which you are affiliated: _____
- Two or more races All persons having origins in more than one race/ethnic category.
- Other Please Specify: _____

How did you first learn about this position?

- | | | |
|--|---|---|
| <input type="checkbox"/> Job Announcement/Flyer | <input type="checkbox"/> San Jose Mercury News | <input type="checkbox"/> City Job Opportunities Hotline |
| <input type="checkbox"/> City of Santa Clara Employee | <input type="checkbox"/> Oakland Tribune | 408-615-JOBS / 408-615-5627 |
| <input type="checkbox"/> Radio Announcement | <input type="checkbox"/> Contra Costa Times | <input type="checkbox"/> School or University (please specify): _____ |
| <input type="checkbox"/> Television Announcement | <input type="checkbox"/> San Francisco Chronicle | _____ |
| <input type="checkbox"/> www.CalJOBS.com | <input type="checkbox"/> Inside Santa Clara | <input type="checkbox"/> Community Organization (please specify): _____ |
| <input type="checkbox"/> City of Santa Clara website | <input type="checkbox"/> Jobs Available | _____ |
| <input type="checkbox"/> www.santaclaraca.gov | <input type="checkbox"/> Other Newspaper (please specify): _____ | <input type="checkbox"/> Other Source (please specify): _____ |
| <input type="checkbox"/> Other Internet Site (please specify): _____ | <input type="checkbox"/> Professional Journal (please specify): _____ | |

THANK YOU FOR COMPLETING THIS FORM!



CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
SANTA CLARA, CALIFORNIA 95050
(408) 615-2080
FAX (408) 247-5627
www.santaclaraca.gov
Job Hotline (408) 615-JOBS

HR Department Use Only:	
Reviewer: _____	Date: _____
<input type="checkbox"/> QUAL <input type="checkbox"/> NBQ <input type="checkbox"/> Incomplete <input type="checkbox"/> NQ <input type="checkbox"/> ED <input type="checkbox"/> EX <input type="checkbox"/> EE <input type="checkbox"/> LF	
Comments: _____	

<input type="checkbox"/> Vet Preference <input type="checkbox"/> Promotional Pts Testing Process: <input type="checkbox"/> NW <input type="checkbox"/> FW <input type="checkbox"/> NO <input type="checkbox"/> FO <input type="checkbox"/> NP <input type="checkbox"/> FP	

EMPLOYMENT APPLICATION FOR: _____
 Position Title (Separate applications required for each position)

Please apply only if you feel reasonably certain that you meet the specific qualifications for the position as listed on the job announcement. Applications must be typed or printed legibly in blue or black ink. Answer each question completely or write "N/A" in the blank. Additional 8½ x 11 sheets with your name printed on each may be attached if necessary. For positions qualifying for Veteran's Preference, applicants must submit proof of honorable discharge (Form DD214) with application.

PERSONAL INFORMATION					
1. Name (Last, First Middle)		2. Social Security Number		3. Driver's License (State & Number)	
4. Address (street address)		5. Home Telephone Number () -		6. Alternate Telephone Number () -	
(City, State, Zip)		7. E-mail address			
8. Can you perform the essential functions of the job for which you are applying with or without accommodation? <i>If no, list any functions you cannot perform under Item 16.</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	13. Have you ever been discharged or forced to resign from any job? <i>If yes, explain in Item 16 below.</i>	
9. Have you previously applied for this or any other position with the City of Santa Clara before? <i>If yes, list positions and dates in Item 16 below.</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	14. If hired, can you provide documents that would establish your employment eligibility as required by the Immigration Reform and Control Act of 1986?	
10. Have you previously worked for the City of Santa Clara? <i>If yes, in Item 16 list department, position, and your name at the time of employment.</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	15A. Do you meet the age requirements for the position as listed on the job announcement and/or job description?	
11. Do you have any relatives who are currently employed with the City of Santa Clara? <i>If yes, in Item 16 list name, relationship, and department.</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	15B. If you are under 18 years of age, can you, upon being hired by the City of Santa Clara, submit a work permit?	
12. Will you need testing accommodations for a mental or physical disability, as defined in the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990? <i>Please contact (408) 615-2080; TTY (408) 984-3042</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
16. Use this space to explain any of the above questions. Attach additional 8½" x 11" sheets if needed.					

EDUCATION					
17. Did you graduate from high school or do you possess a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, highest grade completed? _____					
Names and Location of School(s) Attended	Major Area of Study	Units Completed		Diploma/Degree Obtained	Date Completed
		Semester	Quarter		

TRAINING AND CERTIFICATION

Professional License or Certificate (Please provide number)	Date of Issuance and/or Expiration Date	Professional License or Certificate (Please provide number)	Date of Issuance and/or Expiration Date

EMPLOYMENT HISTORY

18. Begin with your most recent work experience. List all paid and voluntary experience over the last 10 years, including military service. Include details on the experience that you believe meets the qualifications of the position applied for. List any periods of unemployment and/or go back more than 10 years if necessary to provide information on qualifying experience. If attaching a resume or additional sheets, all required information must be provided.

Dates of Employment Month/Year Month/Year / TO /	Employer May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title of Your Position
Hours Worked Per Week	Address City State, Zip	Name While Employed Here
Supervisor's Name and Phone Number		Reason for Leaving

Duties:

Dates of Employment Month/Year Month/Year / TO /	Employer May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title of Your Position
Hours Worked Per Week	Address City State, Zip	Name While Employed Here
Supervisor's Name and Phone Number		Reason for Leaving

Duties:

Dates of Employment Month/Year Month/Year / TO /	Employer May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title of Your Position
Hours Worked Per Week	Address City State, Zip	Name While Employed Here
Supervisor's Name and Phone Number		Reason for Leaving

Duties:

I certify that all statements contained herein or submitted to the City of Santa Clara as a part of this application are true to the best of my knowledge, and I agree and understand that any misstatements or omissions of material facts contained herein or in any material submitted as part of the application process (for example, medical reports, certifications, licenses, school transcripts, etc.) regardless of when discovered, may result in the disqualification of my application, or if said information is discovered after I have become an employee of the City of Santa Clara, termination from my position. I further agree and understand that the City of Santa Clara will contact and obtain information from sources such as schools, former employers, individuals, etc. to investigate and verify statements I have made herein. I have no objection to the disclosure of information concerning my background by these sources to the City of Santa Clara, and I authorize such organizations, employers, schools, and/or individuals contacted by the City to respond fully and candidly to the inquiries made about me by the City of Santa Clara. I have no objections to information given by me or obtained through information or sources given by me being used by the City of Santa Clara in any phase of the employment process. If offered a position, I hereby agree to furnish proof of either citizenship or legal right to work in the United States

Signature of Applicant (required):	Date:
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