


**CITY OF PASADENA EMPLOYMENT APPLICATION**

	<p align="center"> <b>CITY OF PASADENA</b>  <b>100 North Garfield Avenue, Room S135</b>  <b>P.O. Box 7115</b>  <b>Pasadena, California 91109-7215</b>  <b>(626) 744-4366</b>  <a href="http://www.cityofpasadena.net">www.cityofpasadena.net</a> </p>	<p align="center">FOR HUMAN RESOURCES DEPARTMENT ONLY</p>
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POSITION FOR WHICH YOU ARE APPLYING: (Print exact title from job bulletin)	REVIEWED BY: _____ AC <input type="checkbox"/> MD <input type="checkbox"/> NQ <input type="checkbox"/> IA <input type="checkbox"/>
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**PERSONAL INFORMATION**

NAME: (Last, First, Middle)		SOCIAL SECURITY NUMBER:
ADDRESS: (Street, City, State, Zip Code)		
HOME PHONE:	ALTERNATE PHONE:	EMAIL ADDRESS:
FORMER LAST NAME:		BIRTH MONTH AND DAY: (mm/dd)
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE NUMBER: State:                  Number:	LEGAL RIGHT TO WORK IN THE UNITED STATES: <input type="checkbox"/> Yes <input type="checkbox"/> No

**EDUCATION**

HIGH SCHOOL AND ADDRESS:			
DID YOU GRADUATE FROM HIGH SCHOOL? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF NOT, DO YOU HAVE A G.E.D. OR PROFICIENCY CERTIFICATE? <input type="checkbox"/> Yes <input type="checkbox"/> No		
LIST COLLEGES AND ADDRESSES BELOW:	Number of credits earned	Major	Degree Received

**WORK EXPERIENCE**

DATES: From:                  To:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:	SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES:		
REASON FOR LEAVING:		

WORK EXPERIENCE		
DATES: From: _____ To: _____	EMPLOYER: _____	POSITION TITLE: _____
ADDRESS: (Street, City, State, Zip Code) _____		
COMPANY URL: _____	PHONE NUMBER: _____	SUPERVISOR: _____
HOURS PER WEEK: _____	SALARY: _____	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: _____		
REASON FOR LEAVING: _____		

WORK EXPERIENCE		
DATES: From: _____ To: _____	EMPLOYER: _____	POSITION TITLE: _____
ADDRESS: (Street, City, State, Zip Code) _____		
COMPANY URL: _____	PHONE NUMBER: _____	SUPERVISOR: _____
HOURS PER WEEK: _____	SALARY: _____	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: _____		
REASON FOR LEAVING: _____		

WORK EXPERIENCE		
DATES: From: _____ To: _____	EMPLOYER: _____	POSITION TITLE: _____
ADDRESS: (Street, City, State, Zip Code) _____		
COMPANY URL: _____	PHONE NUMBER: _____	SUPERVISOR: _____
HOURS PER WEEK: _____	SALARY: _____	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: _____		
REASON FOR LEAVING: _____		

CERTIFICATES AND LICENSES	
TYPE: _____	
LICENSE NUMBER: _____	ISSUING AGENCY: _____

SKILLS
OFFICE SKILLS: Indicate special skills that you have acquired and the degree to which you are qualified. Typing (WPM): _____ Computer Software: _____ Office Equipment: _____
OTHER SKILLS: (Heavy equipment and tools) _____

## AGENCY WIDE SUPPLEMENTAL QUESTIONS

1.	Are you a current City of Pasadena employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Were you previously employed by the City of Pasadena as a regular, probationary, or temporary employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Do you have a relative, family member or domestic partner employed by the City of Pasadena?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	If you answered yes to question three, please provide the employee's name, relationship and department to which assigned. If you answered no, enter 'not applicable'.	Name: Relationship: Department:	
5.	List any other names under which you have previously worked, attended school or served in the armed services.		
6.	Are you a City of Pasadena/Altadena resident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Select the highest level of education completed:	<input type="checkbox"/> Less than Eighth grade <input type="checkbox"/> Eighth grade <input type="checkbox"/> High School/GED/CA Proficiency Exam <input type="checkbox"/> Some College <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate Degree <input type="checkbox"/> Other Advanced Degree	
8.	Do you claim Veteran's Preference? (If yes, a copy of the DD214 form must be submitted by the first examination.)  A veteran is defined as any person who has served in the United States armed forces in time of war or national emergency declared by the President of the United States of America, and who has been discharged or released under conditions other than dishonorable. Three additional points are added to the passing score for open recruitments and non-executive positions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Have you ever been discharged from employment (or released during probation) or resigned under the threat of being terminated or while termination proceedings were pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	If you answered yes to question nine, please explain. If you answered no, enter 'not applicable'.		
11.	Does your application include periods of unemployment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	If you answered yes to question eleven, please explain the circumstances surrounding the unemployment period. If you answered no, enter 'not applicable'.		
13.	Can you, upon employment, provide proof of identity and proof of eligibility to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14.	If you are under the age of 18, can you submit a work permit after an offer of employment has been made? (You do not need to answer if you are over 18 years of age.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15.	Do you have fluency in the following foreign languages?	<input type="checkbox"/> Spanish <input type="checkbox"/> Mandarin/Cantonese <input type="checkbox"/> Armenian <input type="checkbox"/> Other	
16.	<p><b>NOTE: Individuals with convictions are not automatically disqualified from employment with the City of Pasadena. Any omissions of information may be grounds for rejection of the application, removal of the applicant's name from the eligible list, or dismissal from city employment.</b></p> <p><b>Even if you were told that your record was cleared, unless you have proof that the conviction was sealed or expunged by a subsequent court action, you should list all convictions not otherwise exempted by law.</b></p>		
	While in the military service were you ever convicted by a general court martial? (If you answer no, you must type 'not applicable' in question 18.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17.	Have you ever been convicted of a misdemeanor or felony? (If you answered no, you must type 'not applicable' in question 18.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**AGENCY WIDE SUPPLEMENTAL QUESTIONS - CONFIDENTIAL**

18.	<p>Please provide information pertaining to <b>ALL</b> convictions unless sealed or expunged or otherwise exempted by law. Do <b>NOT</b> list arrests that did not result in a conviction. (If you answered no to questions 16 &amp; 17, specify 'not applicable.')</p> <p>List:</p> <ol style="list-style-type: none"> <li>1. Date of conviction</li> <li>2. Code section violated (number and title)</li> <li>3. Felony or misdemeanor</li> <li>4. Jurisdiction (city, county, state)</li> <li>5. Sentencing information (length of jail sentence, time served, monetary fine, terms of parole and/or probation)</li> <li>6. Description of offense for EACH conviction</li> </ol>	
<p><b>Responses to the following questions are voluntary and will assist the City in complying with Federal and State reporting requirements. The data you provide will be detached from your application, filed separately, and used for research purposes only. No one connected with the hiring process will have access to this information. Your cooperation in providing the information is appreciated.</b></p>		
19.	<p>Are you an individual who needs an accommodation in the examination process because of a disability? In compliance with the Americans with Disabilities Act and California Fair Employment and Housing Act, the City of Pasadena will make reasonable efforts to accommodate you. In order to do so, however, you must present a record of the accommodation required and we must be notified at least 5 days in advance of the examination. Please call 626-744-4366 to discuss your accommodation request.</p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
20.	<p>Please indicate your gender:</p>	<p><input type="checkbox"/> Male                      <input type="checkbox"/> Female</p>
21.	<p>Please check the box next to the Race/Ethnic identity with which you most closely identify.</p>	<p><input type="checkbox"/> Asian or Pacific Islander: All persons having origins in any of the original East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.</p> <p><input type="checkbox"/> Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.</p> <p><input type="checkbox"/> Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central/South American, or other Spanish cultures, regardless of race.</p> <p><input type="checkbox"/> Native American or Alaskan Native: All persons having origins in any of the original peoples of North America, or who maintain cultural identification though tribal affiliation.</p> <p><input type="checkbox"/> White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><input type="checkbox"/> Armenian</p> <p><input type="checkbox"/> Two or more races</p>
22.	<p>Age group:</p>	<p><input type="checkbox"/> Under 18  <input type="checkbox"/> 18 – 39  <input type="checkbox"/> 40 and over</p>
23.	<p>How did you learn of this position?  (Please select one only.)</p>	<p><input type="checkbox"/> Visited City Hall or Job Line  <input type="checkbox"/> Pasadena web site  <input type="checkbox"/> Printed Ad  <input type="checkbox"/> Internet Ad  <input type="checkbox"/> Posted bulletin  <input type="checkbox"/> Friend or Relative  <input type="checkbox"/> Other</p>

- ◆ I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.
- ◆ I understand that any false, incomplete, or misleading answer may be grounds for not employing me or for dismissing me after I begin work.
- ◆ I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S.
- ◆ I understand that I may be required to verify any and all information given on this application.
- ◆ I understand that this completed application is the property of the City of Pasadena and will not be returned.
- ◆ I understand the City of Pasadena may contact prior employers and other references.
- ◆ I understand that I must notify the Human Resources Department of any changes in my name, address or phone number.

DATE:

SIGNATURE: