

CITY OF BIGGS – APPLICATION FOR EMPLOYMENT
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
INSTRUCTIONS: Submit this Application to the CITY OF BIGGS, ATTENTION: City Administrator,
P. O. Box 307, Biggs CA 95917-0307

SECTION I - INSTRUCTIONS	SECTION II – POSITION APPLIED FOR
1. Type or print clearly, 2. Answer each question truthfully and completely. False statements may be cause for rejection of your application or dismissal from employment. 3. Sign and date the Application as provided for on the reverse side. Unsigned applications will be rejected. 4. If you have applied for a permanent position, you will be notified if you qualify. Temporary position applicants will only be notified if selected for employment. 5. PLEASE DO NOT CALL REGARDING YOUR STATUS!	

SECTION III – PERSONAL HISTORY		
1. Name (Last, First, Middle Initial)	2. Social Security # (Optional)	3. Home Phone #
4. Current Street Address (Street, City, State, Zip Code)		5. Cell Phone #
6. Current Mailing Address (If different from above)		7. Email Address:

SECTION IV. – GENERAL INFORMATION			
QUESTION	YES	NO	
1. Do you hold a valid Driver's License? () California () Other Number _____ Class _____	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you ever been discharged or requested to resign from any employment due to misconduct or unsatisfactory service? If "Yes", explain in Section IX.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you hold any professional or vocational licenses or certificates? If yes, list in Section VI.	<input type="checkbox"/>	<input type="checkbox"/>	
4. May the city contact your present employer for reference purposes? (No explanation necessary. Do not answer if not currently employed.)	<input type="checkbox"/>	<input type="checkbox"/>	
5. After employment, can you submit a birth certificate or other proof of age and citizenship?	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION V. – EDUCATION		
A. Elementary/Secondary		
1. Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12	2. High School (Name, City State)	3. Graduate? () Yes () No If other, see Item 4. below
4. If you have a high school equivalent diploma (G.E.D.), state name of issuing agency below.		

B. Post-Secondary				
Name/Location of Educational Institutions	Major	Graduate?		Degree Attained
		Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

SECTION VI. LICENSES AND CERTIFICATES (List any professional or vocational licenses or certificates below.)
1.
2.
3.

SECTION VII. – FOR CITY USE ONLY

SECTION VIII. – EMPLOYMENT HISTORY

NOTE: List all jobs held in last 5 years and all prior positions which are qualifying for current vacancy, including Military Service, BEGINNING WITH PRESENT EMPLOYMENT STATUS. Account for unemployment, noting reason. Attach additional sheets as necessary.

P R E S E N T	Dates of Employment		Name and Location of Firm	Position Held	Highest Salary	Reason for Leaving
	From	To				
Typical Duties (Describe):						
P R I O R	Dates of Employment		Name and Location of Firm	Position Held	Highest Salary	Reason for Leaving
	From	To				
1 Typical Duties (Describe):						
P R I O R	Dates of Employment		Name and Location of Firm	Position Held	Highest Salary	Reason for Leaving
	From	To				
2 Typical Duties (Describe):						
P R I O R	Dates of Employment		Name and Location of Firm	Position Held	Highest Salary	Reason for Leaving
	From	To				
3 Typical Duties (Describe):						
P R I O R	Dates of Employment		Name and Location of Firm	Position Held	Highest Salary	Reason for Leaving
	From	To				
4 Typical Duties (Describe):						

SECTION IX. – EXPLANATIONS

NOTE: Use this space for any explanations or added information you feel qualifies you for this position. Attach additional sheets, if necessary.

Sec No	Ques No	Explanation or Information (Brief and Complete)

SECTION X – SIGNATURE AND CERTIFICATION

I have read and understand the directions and questions contained in this application. To the best of my knowledge and belief, I have replied truthfully to all requests for information contained herein. I understand and acknowledge that any material misrepresentations or falsifications which I have made may constitute immediate and sufficient grounds for my disqualification.

DATE: _____ SIGNATURE: _____