Human Resources Department
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362-2903

(805) 449-2144

CITY OF THOUSAND OAKS
APPLICATION FOR EMPLOYMENT

An Equal Opportunity
Affirmative Action
Employer

INSTRUCTIONS

Application must be submitted no later than 5:00 p.m. on the date the recruitment closes. All applications submitted after that time will not be included in the applicant database and will not be considered in the active recruitment process.

Official Title of Position Applied For:

Last Name First M.I

OFFICIAL TITLE OF POSITION APPLIED FOR (*please print*)

NAME:

First *M.I.* *Last*

ADDRESS:

Number *Street* *Apt.*

City *State* *ZIP*

Phone: Home
Other
E-mail address

DRIVER'S LICENSE
License number:
State: Class

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.)

EDUCATION AND TRAINING

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, military schools, etc.

School Name	Location (City & State)	Degree/Certificate	Major

SPECIAL SKILLS

List special skills and currently valid licenses, certificates or registrations relevant to this position: (300 chars. max)

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.

SIGNATURE: _____ DATE: _____

NOTE: A RESUME WILL *NOT* SUBSTITUTE FOR THIS SECTION.	NAME (*print*)

WORK EXPERIENCE

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 resumé 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. Space is limited, please attach additional sheets as needed.

NOTE: Work experience is based on 40 hours per week (pro-rated if less than 40 hours per week.)

Current or most recent employer:

From: _____ (mm/yy) To: _____ Current or most recent employer: _____ Address:

Supervisor: _____

Hrs/week: _____ Mo. salary $ _____ Phone: _____

Number of employees you supervised: _____

Reason for leaving: Duties:

May we contact your current employer? Yes ☐ **No** ☐

Previous employers:

(Use a separate sheet(s) of paper to list any additional experience (volunteer, internship, etc.).

From: _____ (mm/yy) To: _____ Previous employer: _____ Address:

Supervisor: _____

Hrs/week: _____ Mo. salary $ _____ Phone: _____

Number of employees you supervised: _____

Reason for leaving: Duties:

From: _____ (mm/yy) To: _____ Previous employer: _____ Address:

Supervisor: _____

Hrs/week: _____ Mo. salary $ _____ Phone: _____

Number of employees you supervised: _____

Reason for leaving: Duties:

From: _____ (mm/yy) To: _____ Previous employer: _____ Address:

Supervisor: _____

Hrs/week: _____ Mo. salary $ _____ Phone: _____

Number of employees you supervised: _____

Reason for leaving: Duties:

NAME (*print*)	Position Applied For:

PERSONAL INFORMATION

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service?

☐ Yes ☐ No If yes, please explain in space provided below:

Are you related to anyone employed by the City of Thousand Oaks?

☐ Yes ☐ No If yes, please provide name and relationship in space provided below:

Disabled applicants: The City of Thousand Oaks will make a reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at 805-449-2126 no later than seven (7) calendar days before the test date.

CONVICTION RECORD (*REQUIRED FROM ALL APPLICANTS*)

I have been convicted by a court of an offense. ☐ Yes ☐ No

For each offense please list the violation, the court (including military), the place and date of conviction, the penalty (fine, sentence, date(s) of probation), and the name under which convicted. Please omit any misdemeanor conviction for which you have successfully completed probation or which has been judicially dismissed pursuant to Penal Code Section 1203.4. Note that conviction is not necessarily a bar to employment. Each case is given individual consideration based on the job-relatedness of the offense.

Notwithstanding any of the preceding, you should not disclose convictions that are over two years old as of the date that you complete this application, for violation of Health and Safety Code Sections 11357, 11360, 11364, 11365, or 11550, as those statutes related to marijuana prior to January 1, 1976, or a statutory predecessor to those statutes.

Violation	Court	Place	Date	Penalty	Name at that time

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (*VOLUNTARY*)

APPLICANT: Please complete both parts of this form. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our Equal Opportunity policy and recruitment efforts. This information will not be used for employment discussions.

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

	White – (Not of Hispanic origin.) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
	Black – (Not of Hispanic origin.) All persons having origins in any of the Black racial groups of Africa.
	Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central American, South American or other Spanish culture or origin, regardless of race.
	Asian/Pacific Islander – All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea and Samoa.
	American Indian/Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
	Please identify the tribe you are affiliated with.
	Other/Bi-Racial – Persons who do not identify with any of the above categories or who have no or unknown racial/ethnic origins.

Gender:	☐ Female ☐ Male	
Disabilities:	*(please check all that apply)*	
☐ None	☐ Hearing ☐ Sight ☐ Speech ☐ Other (specify)	

Where did you learn of this opening?

CITY OF THOUSAND OAKS	NEWSPAPERS	INTERNET	PUBLIC SECTOR PUBLICATIONS	SPECIALIZED PUBLICATIONS
☐ Human Resources Department	☐ Ventura County Star	☐ CalOpps	☐ Jobs Available	☐ The Recorder
☐ City Employee	☐ Los Angeles Times	☐ City Website	☐ Western City	☐ Daily Journal
☐ City Job Bulletin	☐ Acorn	☐ Western City	☐ Other (list below)	☐ A.P.A.
☐ City Website	☐ Other (list below)	☐ Other (list below)	☐	☐ Other (list below)
☐ City Job Hotline	☐	☐	☐	☐
☐ Direct Mailer	☐	☐	☐	☐
☐ Job Fair	☐	☐	☐	☐
☐ Other	☐	☐	☐	☐