



CITY OF LAGUNA NIGUEL

30111 Crown Valley Parkway
 Laguna Niguel, CA 92677
 (949) 362-4300

EMPLOYMENT APPLICATION FOR THE POSITION OF:

APPLICANT INSTRUCTIONS: Please read the recruitment announcement for the position desired. If you possess the qualifications for the job, show clearly on this application all previous education, training and work experience which qualify you for this position. Answer all questions accurately and completely. All statements in your application are subject to verification and incorrect or incomplete statements may bar you from employment. Read the Certificate of Applicant in Section 7 carefully before signing.

1. PERSONAL DATA

NAME (Last, First, Middle)	Area Code	Home Telephone
Home Address (Number and Street)	Area Code	Work Telephone
City, State & Zip	Area Code	Cell Telephone
E-Mail Address	Are you presently legally authorized to work in the U. S.? YES NO	
Do you have a valid Driver's License? YES NO	Are you at least 18 years of age? YES NO	
State Number Class Expiration Date	If no, can you submit a valid work permit? YES NO	

2. EDUCATION AND TRAINING (Attach additional sheets if necessary)

Circle Highest Grade Completed	Name and Location of Last Grade or High School Attended				Do you have a GED Certificate?	
1 2 3 4 5 6 7 8 9 10 11 12				Did you Graduate	YES	NO
	YES	NO				
Name and location of Colleges, Universities, Business or Trade Schools Attended	Number of Units Completed	Sem.	Qtr.	Major Subjects	Title of Degree or Certificate	
Please describe additional course work or training (including military) which would qualify you for this position.						
Please list certificates or licenses of professional or vocational competence you possess which relate to this position.						
Please describe any pertinent skills you have such as typing, shorthand, computer, machine or equipment operation, or foreign language skills.						

3. EXPERIENCE: List all jobs you have held in the last ten years beginning with your most recent job including pertinent military service and volunteer work.
List each promotion as a separate job. If you need more space, you may attach additional sheets. Complete this section even if you are attaching a resume.

MAY WE CONTACT YOUR PRESENT EMPLOYER? Not Applicable _____ Please Do _____ Please Don't _____

<p>From _____ to _____ Mo. / Yr. Mo. / Yr.</p> <p>Name, Address & Telephone Number of Employer</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Name of Supervisor _____</p> <p>Reason for Leaving _____</p>	<p>Title of Your Position _____</p> <p>Duties you Performed _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. Supervised (if any) _____ No. of Hrs. Per Week _____ Salary \$ _____ Hr. Wk. Mo.</p>
<p>From _____ to _____ Mo. / Yr. Mo. / Yr.</p> <p>Name, Address & Telephone Number of Employer</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Name of Supervisor _____</p> <p>Reason for Leaving _____</p>	<p>Title of Your Position _____</p> <p>Duties you Performed _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. Supervised (if any) _____ No. of Hrs. Per Week _____ Salary \$ _____ Hr. Wk. Mo.</p>
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<p>From _____ to _____ Mo. / Yr. Mo. / Yr.</p> <p>Name, Address & Telephone Number of Employer</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Name of Supervisor _____</p> <p>Reason for Leaving _____</p>	<p>Title of Your Position _____</p> <p>Duties you Performed _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. Supervised (if any) _____ No. of Hrs. Per Week _____ Salary \$ _____ Hr. Wk. Mo.</p>

4. A "YES" ANSWER TO ANY OF THE NEXT 3 QUESTIONS REQUIRES AN EXPLANATION UNDER SECTION 5.

A. Have you ever been employed by the City of Laguna Niguel? Yes	No	From _____	To _____	Department _____
B. Are you related to anyone currently employed by the City of Laguna Niguel? Yes	No	Name _____	Department _____	

5. ADDITIONAL INFORMATION

Use this space to provide additional information as required by this application, or to describe in greater detail any aspects of your experience or activities that are pertinent to the job you are seeking.

6. REFERENCES

List three references (individuals not related to you who are familiar with your employment qualifications and personal background)

NAME	ADDRESS	TELEPHONE NO.	RELATIONSHIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. CERTIFICATE OF APPLICANT - PLEASE READ CAREFULLY

I have read and understand all the information contained in this application. I authorize the release of information concerning my qualifications, character, or prior employment record to the City of Laguna Niguel through inquiries to any sources, except as noted in Section 3. I certify that all statements in this application are true and complete; that there are no misrepresentations, falsifications, or omissions of material fact and am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment in this jurisdiction. Furthermore, I may be required to submit verification of any information provided on this application. I understand that as a condition of employment I may be required to take and pass medical and psychological tests including drug and alcohol screens.

Signature _____ Date _____
Month Day Year

