



**CITY OF SEAL BEACH  
EMPLOYMENT APPLICATION  
EQUAL OPPORTUNITY EMPLOYER**

Office Use Only

Month Day Year

Received By:

**POSITION(S) APPLIED FOR:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Middle

Have you ever been employed or attended school while using a name other than the one listed above? Yes  No   
If yes, please list the other name(s) and list the appropriate employer(s) or school(s) at which you used a different name.

**Address:** \_\_\_\_\_  
Street City State Zip

**Primary Telephone:** ( ) \_\_\_\_\_ **Secondary Telephone:** ( ) \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Are you over 18 years old?** Yes  No

**Are you legally eligible for employment in the United States?** Yes  No   
*All offers of employment are conditioned upon timely submission of satisfactory evidence of your right to legally work in the United States.*

**How did you learn of this opportunity?** City Website  Reference  Posted Bulletin  Other

**Have you ever applied for work with the City?** Yes  No   
If yes, when and for what position? Explain.

**Have you ever worked for the City?** Yes  No   
If yes, when and in what position? Explain.

**Are there any hours, shifts, or days you cannot or will not work?** Yes  No   
Explain.

**Are you willing to work overtime as required?** Yes  No   
Explain.

**List any friends or relatives working for the City.**  
\_\_\_\_\_

**If the use of another language is required for the position you are seeking, please list the language(s) you fluently speak and/or write:**  
\_\_\_\_\_

**If the job you are seeking requires a driver's license, please list the following:**  
State of Issue: \_\_\_\_\_ License #: \_\_\_\_\_ Class of License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Circle the highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate? Yes  No

Name & location of last High School attended or from which you graduated:

---

Please list college, business, trade, correspondence, or other related degrees or courses below. Include courses currently being studied.

NAME OF SCHOOL	NUMBER OF YEARS OR SEMESTERS/QUARTERS	MAJOR/COURSE OF STUDY	DEGREE

**MILITARY SERVICE RECORD**

Have you served in the U.S. Armed Forces? Yes  No

If yes:  
Branch: \_\_\_\_\_

Dates of duty: From (month/year) \_\_\_\_\_ To (month/year): \_\_\_\_\_

Applicable job skills acquired: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

From: Month _____ Year _____	Name of Current or Most Recent Employer _____	Phone Number _____	Position Title _____
To: Month _____ Year _____	Address _____		Duties in Full _____
Full Time ____ Part Time ____	Type of Business Organization _____		
Hours Per Week _____	Supervisor's Name & Title _____		
Reason for Leaving _____		May we contact them? ____	

From: Month _____ Year _____	Name of Current or Most Recent Employer _____	Phone Number _____	Position Title _____
To: Month _____ Year _____	Address _____		Duties in Full _____
Full Time ____ Part Time ____	Type of Business Organization _____		
Hours Per Week _____	Supervisor's Name & Title _____		
Reason for Leaving _____		May we contact them? ____	

From: Month _____ Year _____	Name of Current or Most Recent Employer _____	Phone Number _____	Position Title _____
To: Month _____ Year _____	Address _____		Duties in Full _____
Full Time ____ Part Time ____	Type of Business Organization _____		
Hours Per Week _____	Supervisor's Name & Title _____		
Reason for Leaving _____		May we contact them? ____	

<b>From:</b> Month _____ Year _____	<b>Name of Current or Most Recent Employer</b>	<b>Phone Number</b>	<b>Position Title</b>
<b>To:</b> Month _____ Year _____	<b>Address</b>		<b>Duties in Full</b>
<b>Full Time</b> _____ <b>Part Time</b> _____	<b>Type of Business Organization</b>		
<b>Hours Per Week</b>	<b>Supervisor's Name &amp; Title</b>		
	<b>Reason for Leaving</b> _____ <b>May we contact them?</b> _____		

**Remarks or additional information you would like considered by the City:**

---



---

The City of Seal Beach prohibits discrimination against or harassment of any person employed by or seeking employment with the City on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994). In addition to the requirements of Federal law, the City of Seal Beach fully complies with all applicable California law and municipal law and policy that governs nondiscrimination in employment, including, but not limited to, the Fair Employment and Housing Act and the Unruh Civil Rights Act. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The City of Seal Beach expressly prohibits any form of workplace harassment based on any protected classification under Federal or California law, including, but not limited to, race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Improper interference with the ability of the City's employees to perform their job duties may result in discipline up to and including discharge.

City policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

**I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.**

**I certify that the information contained in this application is true and correct to the best of my knowledge. The City may verify any of the statements contained in this application. I authorize the persons listed above to provide the City any and all information concerning my previous employment and any pertinent information that they may possess. I release all parties and persons from any and all liability of such information by the City or any of its agents, employees, or representatives.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**