



CITY OF SEAL BEACH
EMPLOYMENT APPLICATION
EQUAL OPPORTUNITY EMPLOYER

Office Use Only

Month Day Year

Received By:

POSITION(S) APPLIED FOR: _____

Desired Salary: \$ _____ When can you start? _____

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

Telephone: Primary () _____ Secondary: () _____

Social Security #: _____ Email: _____

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? Newspaper ☐ 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			
Monthly Salary	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			
Monthly Salary	Supervisor's Name & Title			
Reason for Leaving May we contact them? ____				

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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			
Monthly Salary	Supervisor's Name & Title			
Reason for Leaving _____ May we contact them? ____				

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

Return to: City of Seal Beach – Human Resources Department, 211 8th Street, Seal Beach, CA 90740 / Phone: (562) 431-2527 Fax: (562) 493-9857