



Thank you for expressing interest in joining the City of Whittier Team.
Instructions for completing the City of Whittier Employment
Application appear below for your convenience.

1. Use the tab key to navigate through the form.
2. Use the space bar or the mouse to check the appropriate boxes.
3. If the information you are entering does not fit, please abbreviate or use a separate sheet of paper.
4. Print all the pages.
5. Sign the application in ink.
6. Mail your employment application to: **City of Whittier
Human Resources Department
13230 Penn Street
Whittier, CA 90602-1772**
 - Applications must be received by the Human Resources Department as indicated in the recruitment notice. Recruitment notices are available on our website at <http://www.cityofwhittier.org>.
 - Supplemental information, if required, must be completed and returned with your Employment Application.
 - A résumé may be provided with your completed City of Whittier Employment Application (but is not accepted in lieu of an Application).
 - The Applicant Data Form located on the last page is **optional** and is part of our Equal Employment Opportunity/Diversity Program. Completion of this section is **voluntary** and is **NOT** part of the selection process. It will be detached from your application and will be used for statistical purposes only.



City of Whittier
 HUMAN RESOURCES DEPARTMENT
 13230 Penn Street
 Whittier, CA 90602-1772
 Phone (562) 464-3390
 www.cityofwhittier.org

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. Print, using ink or typewriter. Answer all questions accurately and completely. All statements in your application are subject to verification and incorrect or incomplete statements may bar or remove you from employment. Read the Certificate of Applicant in Section 6 carefully before signing.

1. PERSONAL DATA

Name (Last)	(First)	(Middle)	Area Code	Home Telephone
Home Address (Number and Street)			Area Code	Work Telephone
			Email Address	
(City, State & Zip)			Social Security Number	
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	
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodations? YES NO				

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

Name and Location of Last Grade or High School Attended	Indicate Highest Grade Completed (1-12)			Did you graduate?		Do you have a GED Certificate?	
				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	Dates Received or Expected
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 (hardware and software), machine or equipment operation, or foreign language skills.							
U.S. Armed Forces							
Branch of Service:		Years of Active Duty:			Date of Separation from Active Duty:		

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

A. Have you ever been employed by the City of Whittier? YES NO From _____ To _____ Department _____

B. Are you related to anyone currently employed by the City of Whittier? YES NO Name _____ Department _____

C. Have you ever been convicted or forfeited bail in any criminal matter? (You may omit minor traffic violations) YES NO
 Indicate below for each offense the (1) Date, (2) Offense, (3) Place, (4) Action Taken. Please Note: A conviction is not an automatic bar to employment. The offense for which you were convicted, when it occurred, and your conduct since the offense will be considered in terms of the job for which you are applying.

4. 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.

AN EQUAL OPPORTUNITY EMPLOYER

5. 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 résumé.

MAY WE CONTACT YOUR PRESENT EMPLOYER? (Check One) Not Applicable Please Do Please Don't

From: _____ To: _____ Mo. Yr. Mo. Yr. Name and Address of Employer: _____	Title of Your Position: _____ Duties You Performed: _____
Name of Supervisor: _____ Reason for Leaving: _____	No. Supervised (if any): _____ Hours per Week: _____ Salary \$ _____ Hr. Wk. Mo.
From: _____ To: _____ Mo. Yr. Mo. Yr. Name and Address of Employer: _____	Title of Your Position: _____ Duties You Performed: _____
Name of Supervisor: _____ Reason for Leaving: _____	No. Supervised (if any): _____ Hours per Week: _____ Salary \$ _____ Hr. Wk. Mo.
From: _____ To: _____ Mo. Yr. Mo. Yr. Name and Address of Employer: _____	Title of Your Position: _____ Duties You Performed: _____
Name of Supervisor: _____ Reason for Leaving: _____	No. Supervised (if any): _____ Hours per Week: _____ Salary \$ _____ Hr. Wk. Mo.
From: _____ To: _____ Mo. Yr. Mo. Yr. Name and Address of Employer: _____	Title of Your Position: _____ Duties You Performed: _____
Name of Supervisor: _____ Reason for Leaving: _____	No. Supervised (if any): _____ Hours per Week: _____ Salary \$ _____ Hr. Wk. Mo.
From: _____ To: _____ Mo. Yr. Mo. Yr. Name and Address of Employer: _____	Title of Your Position: _____ Duties You Performed: _____
Name of Supervisor: _____ Reason for Leaving: _____	No. Supervised (if any): _____ Hours per Week: _____ Salary \$ _____ Hr. Wk. Mo.
From: _____ To: _____ Mo. Yr. Mo. Yr. Name and Address of Employer: _____	Title of Your Position: _____ Duties You Performed: _____
Name of Supervisor: _____ Reason for Leaving: _____	No. Supervised (if any): _____ Hours per Week: _____ Salary \$ _____ Hr. Wk. Mo.

6. 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 Whittier through inquiries to any sources, except as noted under Section 5. I certify that all statements in the application are true and complete; that there are no misrepresentations, falsifications, or omissions of material fact and I 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, background and reference checks.

Signature: _____ Date: _____



CITY OF WHITTIER APPLICANT DATA FORM

In order for the City of Whittier to evaluate applicant flow patterns as part of our Equal Employment Opportunity/Diversity Program, we would appreciate your **voluntary** cooperation in providing the following information. **THIS INFORMATION IS NOT PART OF THE SELECTION PROCESS.** It will be detached from your application and will be used for statistical purposes only.

Name: _____

Position Applied for: _____

Ethnic Background (Please check one):

WHITE (not of Hispanic origin): All persons having origins in any of the 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 or South American, or other Spanish culture of origin, regardless of race.

ASIAN or **PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

AMERICAN INDIAN or **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.

GENDER (Please check one): Male Female

Please check all that apply: Under 18 18-39 40 and over Individual with a Disability

How did you learn about this job opening?

Los Angeles Times

Whittier Daily News

Professional Journal (specify below)

Orange County Register

City of Whittier City Hall

From a friend or relative

Long Beach Press Telegram

City of Whittier Web Site

From a City employee

La Opinion

Other City Hall (specify below)

Other (specify below)

Los Angeles Sentinel

Other Web Site (specify below)

Specify information here: _____