



### EMPLOYMENT APPLICATION

PERSONNEL DEPT. 525 HENRIETTA ST., MARTINEZ, CA 94553 (925) 372-3522  
WEBSITE: [WWW.CITYOFMARTINEZ.ORG](http://WWW.CITYOFMARTINEZ.ORG); EMAIL: [JOBS@CITYOFMARTINEZ.ORG](mailto:JOBS@CITYOFMARTINEZ.ORG)  
AN EQUAL OPPORTUNITY EMPLOYER

PLEASE TYPE OR PRINT IN INK

INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED

### Not For Use in Application for Police Department & Recreation Services

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Print Exact Title)

NAME: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_  
Number Street City State Zip

EMAIL ADDRESS: \_\_\_\_\_ OTHER NAMES YOU HAVE USED OR ARE KNOWN BY: \_\_\_\_\_

NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY:

Name Address Phone #

ARE ANY OF YOUR RELATIVES EMPLOYED BY THE CITY OF MARTINEZ?  YES  NO IF YES, PLEASE LIST BELOW

IF REQUIRED FOR JOB, DO YOU POSSESS A VALID CA DRIVER'S LICENSE?  YES  NO **IF YES, LIST YOUR DL#:** \_\_\_\_\_

WILL YOU ACCEPT SHIFT, EVENING OR WEEKEND WORK, IF REQUIRED?  YES  NO

SPECIAL QUALIFICATIONS: Please list any licenses, certificates and/or registrations (with issue and expiration dates) you possess that are related to the position applied for:

**IMMIGRATION REFORM & CONTROL ACT:** AFTER EMPLOYMENT, YOU WILL BE REQUIRED TO SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES.

OFFICE SKILLS: Typing speed: \_\_\_\_\_ Ten-key speed: \_\_\_\_\_ Office Machines: \_\_\_\_\_

CIRCLE HIGHEST GRADE COMPLETED 8 9 10 11 12 G.E.D. \_\_\_\_\_ COLLEGE 1 2 3 4 GRAD. DEGREE?  YES  NO

COLLEGES OR UNIVERSITIES ATTENDED	LOCATION	FROM	TO	UNITS COMPLETED SEM	QTR	MAJOR SUBJECT	DEGREE

**EMPLOYMENT RECORD:** BEGIN WITH PRESENT OR MOST RECENT POSITION. LIST WORK RECORD FOR THE PAST TEN YEARS, AND INCLUDE ANY OTHER PERTINENT EXPERIENCE. YOU MAY ATTACH A RESUME OR ADDITIONAL SHEETS IN ADDITION TO COMPLETING THIS SECTION IF DESIRED.

**NOTE: ALL BOXES IN THIS SECTION MUST BE COMPLETED; A RESUME WILL NOT QUALIFY AS A SUBSTITUTE FOR COMPLETING THIS SECTION.**

FROM: _____ TO: _____ MONTHS & YEAR                      MONTHS & YEAR	EXACT TITLE OF POSITION:
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NAME AND ADDRESS OF EMPLOYER:	YOUR DUTIES WERE:
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NAME AND TITLE OF YOUR SUPERVISOR:	
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REASON FOR LEAVING:	NUMBER SUPERVISED:	SALARY PER MONTH STARTING:\$                      FINAL:\$
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FROM: _____ TO: _____ MONTHS & YEAR                      MONTHS & YEAR	EXACT TITLE OF POSITION:
---	--------------------------

NAME AND ADDRESS OF EMPLOYER:	YOUR DUTIES WERE:
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NAME AND TITLE OF YOUR SUPERVISOR:	
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REASON FOR LEAVING:	NUMBER SUPERVISED:	SALARY PER MONTH STARTING:\$                      FINAL:\$
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FROM: _____ TO: _____ MONTHS & YEAR                      MONTHS & YEAR	EXACT TITLE OF POSITION:
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NAME AND ADDRESS OF EMPLOYER:	YOUR DUTIES WERE:
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NAME AND TITLE OF YOUR SUPERVISOR:	
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REASON FOR LEAVING:	NUMBER SUPERVISED:	SALARY PER MONTH STARTING:\$                      FINAL:\$
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MAY WE CONTACT YOUR PRESENT EMPLOYER AS TO YOUR QUALIFICATIONS, CHARACTER, ETC? \_\_\_\_ YES \_\_\_\_ NO

I HEREBY CERTIFY THAT ALL STATEMENTS MADE HEREIN OR OTHERWISE BY ME IN APPLYING FOR A POSITION OF EMPLOYMENT WITH THE CITY OF MARTINEZ ARE TRUE AND CORRECT. I UNDERSTAND AND AGREE THAT ANY MISSTATEMENT OR OMISSION OF FACT WILL BE CAUSE FOR DISQUALIFICATION OR TERMINATION. I UNDERSTAND THAT IF OFFERED EMPLOYMENT, I WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO SUBMIT PROOF OF MY IDENTITY AND LEGAL RIGHT TO WORK IN THE UNITED STATES ON MY FIRST DAY OF EMPLOYMENT.

DATE: \_\_\_\_\_ FULL SIGNATURE: \_\_\_\_\_

# CITY OF MARTINEZ

## SURVEY INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

You are requested to complete this attached portion of the application in accordance with Section 1233 of the Government Code that provides for applicants for employment to voluntarily declare their ethnic identification pursuant to federal law.

GENDER: \_\_\_\_\_ Male \_\_\_\_\_ Female

**RACE/ETHNIC IDENTIFICATION: (CHECK ONE)**

\_\_\_ WHITE: (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

\_\_\_ BLACK: (not of Hispanic origin): Persons having origins in any of the Black racial groups in Africa.

\_\_\_ HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.

\_\_\_ FILIPINO: Persons having ancestry or national origin in the Philippine Islands.

\_\_\_ ASIAN/PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This includes China, Japan Korea and Samoa.

\_\_\_ AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**RECRUITMENT INQUIRY:**

To assist us in our effort to evaluate our recruitment resources, please indicate how you learned of this employment opportunity.

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|---|------------------------------|
| ___ Newspaper (Please name) _____             | ___ City of Martinez Website |
| ___ Other Publication (Please name) _____     | ___ CSMFO                    |
| ___ Job Announcement Posted at Another Agency | ___ LocalGovtJobs.net        |
| ___ Jobs Available Booklet                    | ___ Other Website _____      |
| ___ CalJobs                                   | ___ Other _____              |