



# CITY OF DUBLIN APPLICATION FOR EMPLOYMENT

City of Dublin  
100 Civic Plaza  
Dublin, CA 94568

**INSTRUCTIONS:**

1. Please type or print clearly in ink.
2. Answer all questions completely and accurately.
3. Incomplete or illegible applications will not be considered.
4. Incorrect or false statements are cause for rejection or dismissal.
5. Be specific when listing information that meets the job requirements.

From what source did you learn of this position?

- Newspaper (Name) \_\_\_\_\_  
 Personal inquiry  
 *Jobs Available* publication  
 Job bulletin at \_\_\_\_\_  
 Other \_\_\_\_\_

Application for: (Please give exact position title)	Salary desired:	E-mail address:
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Applicant's Last Name:	Applicant's First Name:	M.I.	Date Available
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Present Street Address:	City:	State:	Zip Code:
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Home Telephone Number : (     )	Work Telephone Number: (     )	Pager or Cellphone Number: (     )
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Driver's License Number: \_\_\_\_\_ Class: \_\_\_\_ Expiration Date: \_\_\_\_\_ Typing Speed: \_\_\_\_\_

What office equipment can you operate? \_\_\_\_\_

Place an "X" in the box of each computer program you have experience in using: Word  Excel  PowerPoint  Access

What other computer programs/applications are you experienced in using? \_\_\_\_\_

Do you have any mental or physical conditions which you believe may limit your ability to perform the job for which you are applying? Yes  No  If Yes, please explain **on a separate piece of paper.**

Have you ever been fired or forced to resign from previous employment? Yes  No  If Yes, please explain **on a separate piece of paper.**

If hired, can you verify your right to work in the United States? Yes  No

If you have any relatives working for the City of Dublin, list name and relationship: \_\_\_\_\_

Education:	Name and Location of High School:	Did you graduate?						
<u>Highest Grade Completed</u> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>High School</u></td> <td style="text-align: center;"><u>College</u></td> <td style="text-align: center;"><u>Graduate</u></td> </tr> <tr> <td style="text-align: center;">1 2 3 4</td> <td style="text-align: center;">1 2 3 4</td> <td style="text-align: center;">1 2 3 4</td> </tr> </table>	<u>High School</u>	<u>College</u>	<u>Graduate</u>	1 2 3 4	1 2 3 4	1 2 3 4		Yes      No      GED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>High School</u>	<u>College</u>	<u>Graduate</u>						
1 2 3 4	1 2 3 4	1 2 3 4						

HIGHER EDUCATION	NAME OF SCHOOL/LOCATION	DEGREE/MAJOR	DATE COMPLETED
Junior College			
College			
Post Graduate			
Business or Trade School			

**EMPLOYMENT HISTORY –The following sections must be filled out completely, and signed. DO NOT attach a resume as a substitute.** Begin with present or most recent experience and account for ALL time during the past 10 years. Use additional sheets if necessary. Voluntary non-paid experience will be accepted if job-related.

FROM: _____ TO: _____ TOTAL: _____ <span style="margin-left: 200px;">Yrs</span> <span style="margin-left: 20px;">Mos</span> EMPLOYER: _____ ADDRESS: _____ CITY, STATE, ZIP: _____ SUPERVISOR'S NAME & TITLE: _____ TELEPHONE: (_____) _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:75%;">Title of Your Position:</td> <td style="width:25%;">Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Duties of Your Position: _____ _____ _____</td> </tr> <tr> <td>Reasons for leaving or wanting to leave:</td> <td>Salary:</td> </tr> <tr> <td>Number of People You Supervised: _____</td> <td>\$ _____ per _____</td> </tr> </table>	Title of Your Position:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Duties of Your Position: _____ _____ _____		Reasons for leaving or wanting to leave:	Salary:	Number of People You Supervised: _____	\$ _____ per _____
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<b>MAY WE CONTACT YOUR CURRENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/></b>									

The information contained on the application is correct to the best of my knowledge. I understand that falsification, omission or misstatement of information may result in refusal to hire or, if hired, dismissal from employment. Further, I understand that, if hired, will be required to comply with all rules and regulations.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**APPLICATION IDENTIFICATION SHEET**  
**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**  
**STATISTICS COLLECTION FORM**

**The City of Dublin is an Equal Employment Opportunity Employer**

This information is submitted voluntarily, will be kept confidential, will be exclusively utilized for EEO statistical gathering and compliance purposes, and will not influence the application or hiring process. This page is separated from your application immediately upon being received, and will be kept confidential. This form is to be completed voluntarily and failure to do so will not have an effect on the application process.

POSITION TITLE	POSITION # (IF AVAILABLE)	DATE
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**Please indicate your gender:**       Male                       Female

**Please indicate your age category:**    Under 18       18-40       40-70       Over 70

**Ethnic Group: (please check one):**

- Hispanic or Latino – all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race (if you have selected this category, it is not necessary to select from the racial groups, found below)
- Non-Hispanic/Latino (if this category is checked, please select from the racial groups found below)

**Racial Groups: If Non-Hispanic/Latino was selected above, please check one of the below race categories:**

- White (Not Hispanic or Latino): all persons having origins in any of the original people of Europe, North Africa, or the Middle East
- Black or African American (Not of Hispanic origin): All persons having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – any persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- Asian (Not Hispanic or Latino) – all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- American Indian or Alaskan Native (Not Hispanic or Latino) - all persons having origins in any of the original peoples of North or South America, and who maintain cultural identification through tribal affiliation or community attachment
- Two or More Races (Not Hispanic or Latino) – all persons who identify with more than one of the above races

**Decline Self Identification: If you do not wish to self identify your gender, ethnicity or race please check the box below**

- I do not wish to self identify.

**Thank you**