

## City of Scotts Valley EMPLOYMENT APPLICATION

**An Equal Opportunity Employer** 

FOR OFFICIAL USE ONLY DATE RECEIVED

## INFORMATION AND INSTRUCTIONS FOR APPLICANTS

- Use blue or black ink, type, or complete on-line.
- Applications not completed thoroughly, accurately, and legibly may be disqualified.
- ➤ A separate application must be completed for each position.
- Resumes are welcome, but may not be substituted for this application.
- Applicants requesting accommodation, please contact the Human Resources Department.

EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING:									
CONTACT INFORMATION									
Name									
Street Address / City / ST / Zip									
Mailing Address / City / ST / Zip									
Phone – Primary			□ Cell	□ Work □ Home					
Phone – Secondary			□ Cell	□ Work □ Home					
E-Mail Address									
DO YOU POSSESS A VALID DRIVER'S LICENSE									
Issuing State: License Number:		Expiration Date: _	License Class:						
CITIZENSHIP	BILINGUAL LA	NGUAGE SKILLS	WORK SCHEDULES						
Are you a citizen of the United States or do you have a legal right to work in the United States? (Written proof of	Language	Language	Check the work schedule(s) you will accept. You will be considered only for the schedule(s) selected. Do not check						
citizenship or right to work will be	□ Speak	□ Speak	those you are unwilling to accept.						
required at time of hire.)	□ Write	□ Write	□ Full-Time □ Temporary						
□ YES □ NO □ Translate		□ Translate	te 📗 🗆 Part-Time 🗆 On-Call						
If the job requires, will you be 18 years of age prior to		If the job requires, will you be 21 years of age prior to							
If the job requires, will you be 18 yea	rs of age prior to	If the job requires, will	you be 21 years of age	prior to					

Pursuant to AB 218, the City of Scotts Valley will no longer request conviction information or proof of safe driving record at the time of application submission for paid employment. Only candidates who pass the application screening process will be required to provide conviction information to the Human Resources Department. Conviction information will still be required with initial application for any position where a background check is required by law or exempt from AB 218.

Upon request for conviction information by the Human Resources Department, failure to disclose misdemeanor or felony convictions will result in termination or denial of employment. Newly hired employees are subject to being fingerprinted, to verify conviction history, prior to start of work.

Pursuant to California Public Resources Code Section 5164, the City is prohibited from hiring an employee or volunteer to perform services at a park, playground, or recreation center, in a position having supervisory or disciplinary authority over any minor, when that person has been convicted of specified offenses. You may obtain a CODE SECTION 5164 SCREENING FORM, which includes applicable offenses, from the Human Resources Department.

ARE YOU RELATED TO ANYONE WORKIN	IG FOR THE CITY OF SCO	OTTS VALLEY OR SERVING ON THE CITY COUNCIL?
<ul> <li>□ YES If yes, provide name/s and department</li> <li>□ NO Name/Department</li> <li>□ How related</li> </ul>		
	ce, including volunteer	and military. Additional information may be attached to many actual job duties as possible.  JOB TITLE:  NUMBER OF PERSONS SUPERVISED:  DUTIES: (Limit of 600 characters)
BUSINESS OR AGENCY NAME AND ADDRESS:  PHONE: SUPERVISOR'S NAME/TITLE:  MAY WE CONTACT THIS EMPLOYER:  VES DO  REASON FOR LEAVING:	DATES EMPLOYED: FROM: TO: TOTAL: / YRS / MOS HOURS PER WEEK: FINAL SALARY: HOURLY □ MONTHLY	JOB TITLE:  NUMBER OF PERSONS SUPERVISED:  DUTIES: (Limit of 600 characters)
BUSINESS OR AGENCY NAME AND ADDRESS:  PHONE: SUPERVISOR'S NAME/TITLE:  MAY WE CONTACT THIS EMPLOYER:  YES □ NO  REASON FOR LEAVING:	DATES EMPLOYED: FROM: TO: TOTAL:/ YRS / MOS HOURS PER WEEK: FINAL SALARY: HOURLY □ MONTHLY	JOB TITLE:  NUMBER OF PERSONS SUPERVISED:  DUTIES: (Limit of 600 characters)
BUSINESS OR AGENCY NAME AND ADDRESS:  PHONE: SUPERVISOR'S NAME/TITLE:  MAY WE CONTACT THIS EMPLOYER:  YES □ NO  REASON FOR LEAVING:	DATES EMPLOYED: FROM: TO: TOTAL:/ YRS / MOS  HOURS PER WEEK: FINAL SALARY:  HOURLY   MONTHLY	JOB TITLE: NUMBER OF PERSONS SUPERVISED: DUTIES: (Limit of 600 characters)

EDUCATION AND TRAINING								
CHECK THE APPROPRIATE BOX	IF YOU POSSESS ONE (	OF THE	CHECK HI	GHEST GF	RADE COMPI	LETED:		
FOLLOWING:			1 2 3 4	1 5 6 7	' 8 9 10 1:	1 12 (0)	LEGE: 1 2	) 2 /
<ul><li>High School Diploma</li><li>California High School Profi</li></ul>	G.E.D. Certificate							]
Lamornia High School Profit	tiency Certificate					Post Gradu	ate Work _	Years
Colleges, Universities, Vocational	City / State	Majo	r or	Total Unit	s Completed	Degree or		 Attended
Technical Schools Attended		Course o	f Study	Semester	Quarter	Certificate	From	/ To
LICENSES / CERTIFICATES / S	SPECIAL SKILLS							
List any licenses, certificates or		to this position	on Attach a	a copy of	any required	l certification		
(see job announcement).		to time position		. сор, с.	a,			
Title:	Number:	:	Issued	By:			Expiratio	n Date:
Please list your job related skills	s including tyning snee	ed word proc	essing com	nuter so	ftware exner	ience and an	v equinmen	t tools
and machines you have the abi		ca, word proc	.0331116, 0011	iputer 30	itware exper	icrice, and any	y cquipinen	ι, τουίο,
and mashines , samues are as	mey to operate.							
AGREEMENT (PLEASE READ	CAREFULLY BEFOR	E SIGNING):						
I understand that any misrepre				-	-			
employment. If required, I agree			=					
contingent upon meeting the C					•			
give any information regarding liability for damages for receivi			-		•	•	•	-
citizenship or right to work.	ing of Teleasing inform	ation. Il requ	esteu, i agi	ee to be i	ingerprinted	i. I fultifier agre	ee to ruillisi	ι μισσι σι
APPLICANT SIGNATURE:					DATE:			
AFFLICANT SIGNATORE.					DAIL.			
RETURN APPLICATION:	FOR M	ORE INFORM	MATION. C	ONTACT	Γ:			
					31-440-5600	tferrara@sc	ottovallov o	ra
By email to: tferrara@scottsvalley.org	пиша	n Resources D	<u> герагинен</u>	<u>.</u> . 03	1-440-3000	tierrara@sc	ottsvalley.u	<u>и в</u>
In person or by mail or fax to:	Police	Recruitment	Ouestions:	83	31-440-5650	clocke@sco	ttsvallev.org	7
Human Resources Departmen			<u> </u>			<u> </u>	<del>ccorano prosp</del>	1
1 Civic Center Drive		ation Recruitn	nent Questi	ions: 83	31-438-3251	rec@scotts	valley.org	
Scotts Valley, CA 95066								
Fax: 831-438-2793	http://	/www.scottsv	alley.org/a	<u>dministra</u>	tion/employ	<u>ment.html</u>		
<b>HUMAN RESOURCES RECRU</b>	ITMENT SOURCE							
Please indicate how you learne	d about this position/i	iob opening (	check one c	r more):				
☐ City's Human Resources		,						
☐ City of Scotts Valley Web								
□ Santacruzjobs.com								
☐ Other Website. Please sp	ecify:							
□ Friend or Relative								
□ City employee/s. Name/	s:							
□ Job announcement or po								
Job Interest Card Notification		rd. Where? _						
	ation							
<ul> <li>An ad in a newspaper or</li> <li>Other. Please specify:</li> </ul>	ation publication. Which on							