



**QUALIFYING WORK EXPERIENCE:** I understand that I **must list** job-related qualifying employment history/work experience in the “**Work Experience**” section of the employment application. The experience I list will be used to determine if I meet the minimum qualifications as stated on the job announcement. Applications that do not list related employment history/work experience will be considered incomplete and will be rejected; omitted information cannot be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments **will not substitute** for the information required in this section. Qualifying experience is based on 40 paid hours per week (pro-rated if less than 40 hours per week).

**WORK EXPERIENCE:**

FROM: MO. DAY YR.	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.	ADDRESS:	
HOURS PER WEEK:		
# PEOPLE SUPERVISED: PHONE:		
MONTHLY SALARY: SUPERVISOR:		
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE: FORMER	EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.	ADDRESS:	
HOURS PER WEEK:		
# PEOPLE SUPERVISED: PHONE:		
MONTHLY SALARY: SUPERVISOR:		
REASON FOR LEAVING: if		you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE: FORMER	EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.	ADDRESS:	
HOURS PER WEEK:		
# PEOPLE SUPERVISED: PHONE:		
MONTHLY SALARY: SUPERVISOR:		
REASON FOR LEAVING: if		you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE: FORMER	EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.	ADDRESS:	
HOURS PER WEEK:		
# PEOPLE SUPERVISED: PHONE:		
MONTHLY SALARY: SUPERVISOR:		
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>

NAME: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
Last First Middle Initial

**CONVICTIONS:** Conviction of a misdemeanor crime is not necessarily a bar to City employment; each case is considered separately based on job requirements. Some classifications may require a fingerprint check as verification. You may omit: a) traffic violations (Driving Under the Influence convictions must be reported); b) any conviction committed prior to your 18th birthday that was finally adjudicated in Juvenile Court or under a youth offender law; c) any incident sealed under Welfare and Institutions Code §781 or Penal Code §1203.45; d) any conviction more than two years old as specified in Labor Code §432.7; and e) any conviction that has been expunged or otherwise removed from the record. FAILURE TO LIST CONVICTIONS, EXCEPT AS PROVIDED ABOVE, MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS AND/OR EMPLOYMENT.

1. Have you ever been convicted by a court of a misdemeanor?  YES  NO
2. Have you ever been convicted by a court of a felony?  YES  NO
3. If "YES" to "1" or "2", state WHAT conviction, WHEN, WHERE, AND DISPOSITION OF CASE(S): \_\_\_\_\_  
\_\_\_\_\_

**DISABILITY:** If you are a person with a disability and require accommodation during the examination process, please notify the City Employment Office by the final filing date at (916) 808-5726.

**VETERAN'S PREFERENCE:** Are you requesting Veteran's Preference?  YES  NO

To qualify for Veteran's Preference, a copy of your DD214 **must be** submitted with this application. There are several criteria you must meet before qualifying for this preference. Please ask for the **VETERAN'S PREFERENCE REGULATIONS** sheet or refer to the website ([www.cityofsacramento.org/personnel/employment](http://www.cityofsacramento.org/personnel/employment)).

**DEPARTMENT OF MOTOR VEHICLE INFORMATION:**

I authorize any duly accredited representative of the City of Sacramento to obtain copies of all records relating to my driver's license from the California Department of Motor Vehicles and from any other state in which I have been licensed to drive.  YES  NO

If "Yes",  California  Other: \_\_\_\_\_ License # \_\_\_\_\_

I CERTIFY that I am applying for \_\_\_\_\_, Examination # \_\_\_\_\_  
Job Title

I CERTIFY that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination process, and that applications must be received by the City of Sacramento Employment Office, Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814, by 5:00 p.m. on the final filing date specified on the job announcement. I hereby authorize the City to verify the accuracy of the information I have provided on this application.

**AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS AND OTHER INFORMATION**

I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Required for application to be complete)

THIS APPLICATION AND ALL ATTACHMENTS ARE CONSIDERED PROPERTY OF THE CITY OF SACRAMENTO EMPLOYMENT OFFICE. PHOTOCOPIES WILL **NOT** BE FURNISHED. PLEASE ATTACH ONLY **COPIES** OF YOUR ORIGINAL DOCUMENTS.

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE AS SPECIFIED ON THE JOB ANNOUNCEMENT**

**POSTMARKS ARE NOT ACCEPTED**

# CITY OF SACRAMENTO

## EMPLOYMENT QUESTIONNAIRE

**APPLICANT:** This completed section is confidential and will be detached from your application. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our equal opportunity and recruitment efforts.

**CHECK ONE:**     Male                       Female

PLEASE CHECK ONLY ONE BOX FOR THE RACIAL / ETHNIC CATEGORY WITH WHICH YOU MOST CLOSELY IDENTIFY.

- HISPANIC or LATINO                      A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin regardless of race. This does not include persons who acquire a Spanish surname.
  
- WHITE                              A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
  
- BLACK or AFRICAN AMERICAN                      A person having origins in any of the black racial groups of Africa.
  
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER                      A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  
- ASIAN                              A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (this includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
  
- AMERICAN INDIAN Or ALASKAN NATIVE                      A person having origins in any of the original peoples of North America and South America (including Central America) and who maintain tribal affiliation or community attachment.  
PLEASE IDENTIFY YOUR TRIBAL AFFILIATION: \_\_\_\_\_
  
- TWO OR MORE RACES                      All persons who identify with more than one of the above six races.

I FIRST LEARNED OF THIS JOB OPENING THROUGH (check one only):

- Internet:                      (Specify Which Site)                      \_\_\_\_\_
  
- The City Job Line
  
- The City "Employment Office" Job Bulletin Board
  
- City Employee: (Please Specify)                      \_\_\_\_\_
  
- City Recruiter: (Please Specify)                      \_\_\_\_\_
  
- Friend or relative: (Please Specify)                      \_\_\_\_\_
  
- Sacramento Bee
  
- Media (Print, TV, Radio): (Please Specify)                      \_\_\_\_\_
  
- Job Fair: (Specify Who Sponsored the Event)                      \_\_\_\_\_
  
- Other:                      (Please Specify)                      \_\_\_\_\_