

CLERICAL SKILLS:

TYPING (wpm) _____

SHORTHAND (wpm) _____

*OTHER SKILLS YOU POSSESS WHICH WOULD BE USEFUL IN PERFORMING THE ESSENTIAL FUNCTIONS OF THIS POSITION:

*LIST ALL EQUIPMENT OR OFFICE MACHINES YOU OPERATE RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING:

HOW DID YOU HEAR ABOUT THIS JOB OPENING? NEWSPAPER (SPECIFY) _____ CITY WEBSITE: _____

OTHER (SPECIFY): _____

EMPLOYMENT

LIST YOUR MOST RECENT EXPERIENCE FIRST. CAREFULLY ACCOUNT FOR ALL EMPLOYMENT, PAID OR UNPAID OVER THE LAST 10 YEARS. IF YOU WERE NOT EMPLOYED OR WERE A STUDENT FOR THIS PERIOD OF TIME, PLEASE INDICATE ON THE APPLICATION. USE ADDITIONAL SHEETS, IF REQUIRED. ALL ADDITIONAL SHEETS **MUST BE** IN THE FORMAT AS PRESENTED BELOW **AND** SIGNED BY THE APPLICANT. FAILURE TO ACCOUNT FOR THE LAST 10 YEARS WILL CAUSE YOUR APPLICATION TO BE REJECTED. IF YOU WISH TO ELABORATE ON YOUR EXPERIENCE, A RESUME MAY BE ATTACHED, BUT THIS SECTION **MUST BE** COMPLETED. A RESUME WILL NOT SUBSTITUTE FOR THE INFORMATION REQUIRED IN THIS SECTION. **YOUR APPLICATION WILL BE REJECTED IF YOU WRITE "SEE RESUME"**.

EMPLOYER:	POSITION YOU HELD:
ADDRESS:	DESCRIBE YOUR DUTIES FULLY:
PHONE NUMBER:	
DATES OF WORK: (MONTH & YEAR)	
FROM: TO:	
SALARY \$: PER HOUR	SUPERVISOR'S NAME & JOB TITLE:
HOURS PER WEEK:	REASON FOR LEAVING:
EMPLOYER:	POSITION YOU HELD:
ADDRESS:	DESCRIBE YOUR DUTIES FULLY:
PHONE NUMBER:	
DATES OF WORK: (MONTH & YEAR)	
FROM: TO:	
SALARY \$: PER HOUR	SUPERVISOR'S NAME & JOB TITLE:
HOURS PER WEEK:	REASON FOR LEAVING:
EMPLOYER:	POSITION YOU HELD:

I, therefore, not being under any compulsion, duress or undue influence, of any kind or nature HEREBY SPECIFICALLY AUTHORIZE AND DIRECT any previous or current employers to give and release to the Personnel Director of the **City of Twentynine Palms** or his/her delegate, any and all information of whatever kind possessed by them in either verbal or written form as the **City of Twentynine Palms** may request regarding myself, including opinions as to job performance, character, competency, honesty, and ability and any records related to me personally, which may have been kept either public or private. I RELEASE the **City of Twentynine Palms** and its officers and employees from any liability for the use of any and all of the information aforesaid, in consideration for being reviewed for the aforesaid position.

If we contact your present Employer, will such action jeopardize your position? (Circle one): Yes No

CERTIFICATION OF APPLICANT

I certify that all statements made in this application are true and complete, and that any misstatement of material facts may subject me to disqualification or dismissal.

SIGNATURE: _____ DATE _____