



**EMPLOYMENT APPLICATION
CITY OF LARKSPUR
400 Magnolia Avenue, Larkspur, CA 94939
www.ci.larkspur.ca.us**

(Type or print legibly. A resume will not be accepted in lieu of requested information.)

Title of Position Desired: _____

Name: _____
(Last) (First) (Middle)

Full Address: _____
(Street) (City) (State) (Zip)

Phone: () _____ () _____
(Home) (Office)

Driver's License No.: _____ State: _____ Expiration: _____

BACKGROUND INFORMATION:

- Yes [] No [] Have you ever been employed by the City of Larkspur?
 Yes [] No [] Do you have any relatives employed by the City of Larkspur?
 Yes [] No [] Have you ever been convicted of a felony?
 Yes [] No [] Are you currently on Active Reserve Military status?
 Yes [] No [] Are there any reasons you may have difficulty in performing any of the major duties of the job for which you have applied?

If the answer to any question is "yes" explain fully on a separate sheet of paper and attach to this form.

Yes [] No [] Do you have the legal right to work in the United States? (Proof of U.S. citizenship or immigration status will be required at the time of interview.)

EDUCATION :

High School, College, University	Degree/Certificate or Number of Units Completed	Major
_____	_____	_____
_____	_____	_____
_____	_____	_____

EXPERIENCE:

(Include paid positions for the past ten years. List most recent first. Attach separate sheet if necessary using format below.)

Employer: _____ Supervisor: _____

Address: _____ Telephone: () _____

Job Title: _____ Dates Employed: _____

Monthly salary: _____ Hours per week: _____

Duties: _____

Describe your accomplishments: _____

Describe your public contact experience and accomplishments: _____

Reason for leaving: _____

May we contact your present employer?: Yes [] No []

Employer: _____ Supervisor: _____

Address: _____ Telephone (____) _____

Job Title: _____ Dates Employed: _____

Monthly salary: _____ Hours per week: _____

Duties: _____

Describe your accomplishments: _____

Describe your public contact experience and accomplishments: _____

Reason for leaving: _____

Employer: _____ Supervisor: _____

Address: _____ Telephone:(____) _____

Job Title: _____ Dates Employed: _____

Monthly salary: _____ Hours per week: _____

Duties: _____

Describe your accomplishments: _____

Describe your public contact experience and accomplishments: _____

Reason for leaving: _____

List special talents, skills or volunteer experience that you feel would be useful for the position for which you are applying: _____

IMPORTANT NOTICE: In compliance with the immigration Reform & Control Act of 1986, the City of Larkspur employs only United States citizens and lawfully authorized aliens. The law requires employers to examine documents in order to complete an employment eligibility verification process. Upon selection for employment you will be required to produce these documents within three (3) days of hire. Also, if you are under eighteen years old (18), a work permit will be required.

To determine my qualifications for employment, I authorize the City of Larkspur to conduct an investigation of my application. I hereby certify the information provided by me is true and correct to the best of my knowledge. I understand that misrepresentation or omission of requested facts may be cause for dismissal. I also understand that a routine background investigation will be conducted if I am selected for employment. I acknowledge that an offer of employment may be contingent upon passing a job-related physical examination.

Signature: _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER