



# City of Scotts Valley

## EMPLOYMENT APPLICATION

### An Equal Opportunity Employer

**FOR OFFICIAL USE ONLY**  
**DATE RECEIVED**

**INFORMATION AND INSTRUCTIONS FOR APPLICANTS**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>➤ Use blue or black ink, type, or complete on-line.</li> <li>➤ Applications not completed thoroughly, accurately, and legibly may be disqualified.</li> <li>➤ A separate application must be completed for each position.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Resumes are welcome, but may not be substituted for this application.</li> <li>➤ Applicants requesting accommodation, please contact the Human Resources Department.</li> </ul> |
|---|--|

**EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING:** \_\_\_\_\_

**CONTACT INFORMATION**

|  |  |                               |                               |                               |
|--|--|-------------------------------|-------------------------------|-------------------------------|
| <b>Name</b>                              |  |                               |                               |                               |
| <b>Street Address / City / ST / Zip</b>  |  |                               |                               |                               |
| <b>Mailing Address / City / ST / Zip</b> |  |                               |                               |                               |
| <b>Phone – Primary</b>                   |  | <input type="checkbox"/> Cell | <input type="checkbox"/> Work | <input type="checkbox"/> Home |
| <b>Phone – Secondary</b>                 |  | <input type="checkbox"/> Cell | <input type="checkbox"/> Work | <input type="checkbox"/> Home |
| <b>E-Mail Address</b>                    |  |                               |                               |                               |

**DO YOU POSSESS A VALID DRIVER'S LICENSE**     YES     NO

Issuing State: \_\_\_\_\_ License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ License Class: \_\_\_\_\_

| CITIZENSHIP   | BILINGUAL LANGUAGE 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 citizenship or right to work will be required at time of hire.)<br><input type="checkbox"/> YES <input type="checkbox"/> NO | Language<br>_____<br><input type="checkbox"/> Speak<br><input type="checkbox"/> Write<br><input type="checkbox"/> Translate | Language<br>_____<br><input type="checkbox"/> Speak<br><input type="checkbox"/> Write<br><input type="checkbox"/> Translate<br><br>Check the work schedule(s) you will accept. You will be considered only for the schedule(s) selected. Do not check those you are unwilling to accept.<br><input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary<br><input type="checkbox"/> Part-Time <input type="checkbox"/> On-Call |

|   |   |
|---|---|
| If the job requires, will you be 18 years of age prior to employment date? <input type="checkbox"/> YES <input type="checkbox"/> NO | If the job requires, will you be 21 years of age prior to employment date? <input type="checkbox"/> YES <input type="checkbox"/> NO |
|---|---|

**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 WORKING FOR THE CITY OF SCOTTS VALLEY OR SERVING ON THE CITY COUNCIL?**

- YES If yes, provide name/s and department/s:
- NO Name/Department \_\_\_\_\_  
How related \_\_\_\_\_

**EMPLOYMENT HISTORY: Resumes will not be accepted in place of a completed application form.** Please list your most recent employment first. List all experience, including volunteer and military. Additional information may be attached to this application to fully describe related work experience. List as many actual job duties as possible.

|   |  |   |
|---|--|---|
| <p>BUSINESS OR AGENCY NAME AND ADDRESS:<br/>_____<br/>_____<br/>_____<br/>PHONE: _____<br/>SUPERVISOR'S NAME/TITLE:<br/>_____<br/>_____<br/>MAY WE CONTACT THIS EMPLOYER:<br/><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>REASON FOR LEAVING :</p> | <p>DATES EMPLOYED:<br/>FROM: _____<br/>TO: _____<br/>TOTAL: ____ / ____<br/>          YRS / MOS<br/>HOURS PER WEEK: ____</p> | <p>JOB TITLE: _____<br/>NUMBER OF PERSONS SUPERVISED: _____<br/>DUTIES: (Limit of 600 characters)</p> |
| <p>BUSINESS OR AGENCY NAME AND ADDRESS:<br/>_____<br/>_____<br/>_____<br/>PHONE: _____<br/>SUPERVISOR'S NAME/TITLE:<br/>_____<br/>_____<br/>MAY WE CONTACT THIS EMPLOYER:<br/><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>REASON FOR LEAVING :</p> | <p>DATES EMPLOYED:<br/>FROM: _____<br/>TO: _____<br/>TOTAL: ____ / ____<br/>          YRS / MOS<br/>HOURS PER WEEK: ____</p> | <p>JOB TITLE: _____<br/>NUMBER OF PERSONS SUPERVISED: _____<br/>DUTIES: (Limit of 600 characters)</p> |
| <p>BUSINESS OR AGENCY NAME AND ADDRESS:<br/>_____<br/>_____<br/>_____<br/>PHONE: _____<br/>SUPERVISOR'S NAME/TITLE:<br/>_____<br/>_____<br/>MAY WE CONTACT THIS EMPLOYER:<br/><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>REASON FOR LEAVING :</p> | <p>DATES EMPLOYED:<br/>FROM: _____<br/>TO: _____<br/>TOTAL: ____ / ____<br/>          YRS / MOS<br/>HOURS PER WEEK: ____</p> | <p>JOB TITLE: _____<br/>NUMBER OF PERSONS SUPERVISED: _____<br/>DUTIES: (Limit of 600 characters)</p> |
| <p>BUSINESS OR AGENCY NAME AND ADDRESS:<br/>_____<br/>_____<br/>_____<br/>PHONE: _____<br/>SUPERVISOR'S NAME/TITLE:<br/>_____<br/>_____<br/>MAY WE CONTACT THIS EMPLOYER:<br/><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>REASON FOR LEAVING :</p> | <p>DATES EMPLOYED:<br/>FROM: _____<br/>TO: _____<br/>TOTAL: ____ / ____<br/>          YRS / MOS<br/>HOURS PER WEEK: ____</p> | <p>JOB TITLE: _____<br/>NUMBER OF PERSONS SUPERVISED: _____<br/>DUTIES: (Limit of 600 characters)</p> |

## EDUCATION AND TRAINING

CHECK THE APPROPRIATE BOX IF YOU POSSESS ONE OF THE FOLLOWING:

- High School Diploma     G.E.D. Certificate  
 California High School Proficiency Certificate

CHECK HIGHEST GRADE COMPLETED:

1 2 3 4 5 6 7 8 9 10 11 12    COLLEGE: 1 2 3 4

Post Graduate Work \_\_\_ Years

| Colleges, Universities, Vocational Technical Schools Attended | City / State | Major or Course of Study | Total Units Completed Semester | Quarter | Degree or Certificate | Dates Attended From / To |
|---|--------------|--------------------------|--------------------------------|---------|-----------------------|--------------------------|
|   |              |                          |                                |         |                       |                          |
|   |              |                          |                                |         |                       |                          |
|   |              |                          |                                |         |                       |                          |

## LICENSES / CERTIFICATES / SPECIAL SKILLS

List any licenses, certificates or registrations relevant to this position. Attach a copy of any required certification (see job announcement).

Title: \_\_\_\_\_ Number: \_\_\_\_\_ Issued By: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list your job related skills including typing speed, word processing, computer software experience, and any equipment, tools, and machines you have the ability to operate:

## AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING):

I understand that any misrepresentation or deliberate omission in my application may be justification for termination or refusal of employment. If required, I agree to undergo a physical examination if a job offer is made and understand that employment is contingent upon meeting the City's physical requirements. I also authorize employers, schools or persons named in this application to give any information regarding my qualifications or character. I hereby release said employers, schools, persons and the City from any liability for damages for receiving or releasing information. If requested, I agree to be fingerprinted. I further agree to furnish proof of citizenship or right to work.

**APPLICANT SIGNATURE:**

**DATE:**

## RETURN APPLICATION:

By email to the department email address listed to the right.  
 In person or by mail or fax to:  
 Human Resources Department  
 1 Civic Center Drive  
 Scotts Valley, CA 95066  
 Fax: 831-438-2793

## FOR MORE INFORMATION, CONTACT:

Human Resources Department:    831-440-5613    [HR@scottsvally.org](mailto:HR@scottsvally.org)  
Police Recruitment:    831 440-5650    [clocke@scottsvally.org](mailto:clocke@scottsvally.org)  
<http://www.scottsvally.org/203/Employment-Human-Resources>

## HUMAN RESOURCES RECRUITMENT SOURCE

Please indicate how you learned about this position/job opening (check one or more):

- City's Human Resources Office  
 City of Scotts Valley Website  
 Santacruzjobs.com  
 Other Website. Please specify: \_\_\_\_\_  
 Friend or Relative  
 City employee/s. Name/s: \_\_\_\_\_  
 Job announcement or poster on a bulletin board. Where? \_\_\_\_\_  
 Job Interest Card Notification  
 An ad in a newspaper or publication. Which one? \_\_\_\_\_  
 Other. Please specify: \_\_\_\_\_