



City of  
**Los Banos**  
*At the Crossroads of California*

**Human Resources Department**  
**Employment Application Acceptance Policy**

**A detailed employment application form is necessary to insure an accurate evaluation. A resume may be submitted in addition to the completed City application form. ALL APPLICATIONS MUST BE COMPLETED EITHER IN INK OR BY TYPEWRITER.**

**Please keep in mind that ACCEPTANCE OF YOUR APPLICATION DEPENDS ON THE COMPLETENESS AND APPLICABILITY OF THE INFORMATION YOU PROVIDE.**

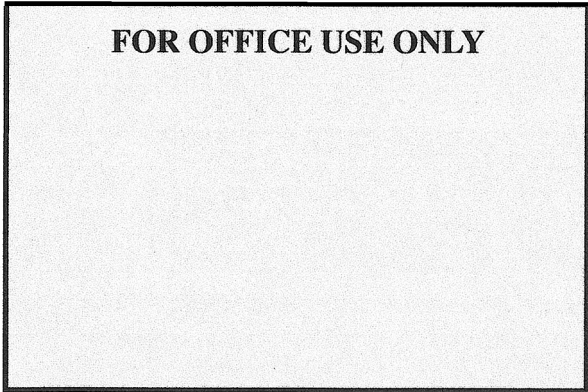
**The section titled “Employment Experience” must be filled in completely. PLEASE DO NOT MERELY ATTACH A RESUME WITH A NOTATION ON YOUR APPLICATION TO “SEE ATTACHED RESUME”.**

**If you are applying for more than one position, you must submit an application for each position.**

**Certain positions will require typing certificates; however, no online typing certificates will be accepted.**

**Remember to sign and date your application; and just above the signature line there are two questions to complete. These questions must be completed or your application will not be accepted. Please note that you are not required to include offenses listed in this section of the employment application.**

**All applicants will be notified by mail within two weeks of the recruitment closing date. If you have any questions regarding this policy, please contact the Human Resources Department at (209) 827-7000 ext. 124.**



City of Los Banos
APPLICATION FOR EMPLOYMENT

Mailing Address of all Departments
520 J Street • Los Banos, CA 93635
(209) 827-7000 • www.losbanos.org

Check Department for which you are applying

- Administration Finance
Redevelopment Planning
Public Works Information Technology
Fire Police (209) 827-7070

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

NAME POSITION FOR WHICH YOU ARE APPLYING:
HOME ADDRESS PHONE
Are you Currently Employed?
Driver's License #: State: Expiration Date:

Education

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a GED High School Level Certificate? YES NO

Name of High School: Location:

Date Graduated:

Table with 5 columns: Name & Address of School, Course of Study, Years Completed, Diploma/Degree. Rows include College and Other (Specify).

APPLICANTS WITH DISABILITIES WHO MAY NEED REASONABLE ACCOMMODATIONS FOR TESTING AND/OR EMPLOYMENT ARE ENCOURAGED TO REQUEST SUCH ACCOMMODATIONS

PLEASE COMPLETE ALL PORTIONS OF REVERSE SIDE

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude information which indicates race, color, religion, gender, national origin, disabilities or other protected status.

Employer _____	Employment Period	Salary	Reason for Leaving (be specific)
Address _____	From _____	Highest _____	_____
City & State _____	To _____	Lowest _____	_____
Telephone # _____	Total Years _____		_____
Type of Business _____	Position Title _____		_____
Your duties were? _____			

Employer _____	Employment Period	Salary	Reason for Leaving (be specific)
Address _____	From _____	Highest _____	_____
City & State _____	To _____	Lowest _____	_____
Telephone # _____	Total Years _____		_____
Type of Business _____	Position Title _____		_____
Your duties were? _____			

Employer _____	Employment Period	Salary	Reason for Leaving (be specific)
Address _____	From _____	Highest _____	_____
City & State _____	To _____	Lowest _____	_____
Telephone # _____	Total Years _____		_____
Type of Business _____	Position Title _____		_____
Your duties were? _____			

Describe any specialized training, apprenticeship, skills and extra-curricular activities \_\_\_\_\_

## References

Name _____	Phone # _____
Address _____	
Name _____	Phone # _____
Address _____	
Name _____	Phone # _____
Address _____	

All applicants who are offered a position with the City of Los Banos will be live scanned and must successfully pass a criminal background check prior to employment. Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. **Do not include:** (a) Any arrest or detention which did not result in conviction, (b) any conviction for which the records have been judicially ordered sealed, expunged, or statutorily eradicated, (c) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Penal Code Section 1203.4, (d) any arrest for which a pretrial or post-trial diversion program has been successfully completed, (e) convictions more than two years old for violation of Health & Safety Code Sections 11357(b) or (c), (f) traffic violations under \$150.00, and (g) convictions prior to 1976 for violation of Health & Safety Code Sections 11364, 11365 and 11550, as related to marijuana.

Have you ever been convicted as an adult of a crime other than a minor traffic violation?  Yes  No  
 Have you been arrested for and charged with a crime for which you are currently out on bail or on your own recognizance pending trial?  Yes  No

If you answered YES to either of the above questions, attach an additional sheet and give (1) the date, (2) the charge or offense, (3) the City and State, (4) the court, and (5) the action taken. Failure to list all convictions other than those excluded above may disqualify you from further consideration.

**I hereby certify that all statements made on this application are true and complete, and that any misstatements of material facts will subject me to disqualification or dismissal**

DATE \_\_\_\_\_ FULL SIGNATURE \_\_\_\_\_