

COUNTY OF IMPERIAL EMPLOYMENT APPLICATION

Human Resources & Risk Management Department
940 West Main St., Suite 101, El Centro, CA 92243
Phone: (442) 265-1148 *TTY: (442) 265-1169
Fax: (442) 265-1167
www.co.imperial.ca.us

RESUME NOT ACCEPTED IN LIEU OF APPLICATION. FAILURE TO COMPLETE ALL ITEMS ON THIS APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THE RECRUITMENT PROCESS.

Please use a typewriter or print in ink. All statements will be subject to verification.

1. Position _____ 2. Social Security # _____
(Give exact title as listed on the job bulletin)

3. Name: _____
Last First Middle

4. Mailing Address: _____ City: _____ State: _____ Zip _____

5. Home Phone: _____ Business/Msg. Phone _____ Email: _____

Please list any other names that you have ever used: _____

6. Please indicate any hours and shifts which you are **not** available to work: **Hrs:** _____ **Shift:** _____

7. Prior to employment each new employee of Imperial County must fill out and sign the Oath of Allegiance required of all public employees by Section 3. Article XX of the Constitution of the State of California. Is there any reason why you cannot sign this Oath of Allegiance? Yes No

If yes, please explain: _____

8. Are you requesting veteran's preference? **If YES, you must attach a copy of your DD214 prior to the final filing date.**
 Yes No Branch of Service _____

Enlistment Date _____ Discharge Date _____ Type of Discharge _____

9. Have you previously been employed by the County of Imperial? Yes No

10. Are you fluent in any language in addition to English? If yes, please specify your skills
Language _____ Understand Speak Write Read

11. Do you possess a valid California driver's license? Yes No License #: _____ Class:

12. If required by this position, please list all certificates, licenses or other credentials
Title: _____ Number: _____ Issued by: _____ Expiration Date: _____

13. Do you possess a high school diploma or equivalent? Yes No

IMPORTANT: In order for the County to consider the education listed below as part of your qualifications for the position you are applying for, you must attach a copy of your college transcript (from an accredited institution), degree, license, certificate or diploma with your application. In addition, foreign degrees must have U.S. Equivalent report. Failure to include this information may result in your application being disqualified.

Name of College, University, Vocational School or Institute	Major or Course of Study	Years completed	# Units Completed	Name of Degree or Certification	Date Degree or Certification was completed

14. In case of emergency notify:
Name: _____ Telephone: _____

The County of Imperial does not unlawfully discriminate on any prohibited basis under state or federal law including prohibitions listed in title VII, the Age and Discrimination and Employment Act, section 504 of the Rehabilitation Act of 1973, the Fair Employment and Housing Act, and the Americans with Disabilities Act.

If you feel you have a need for special arrangements due to a disability in order to participate in the recruitment process, call (442) 265-1148 or TTY (442) 265-1169.

*NOTE: IF YOU BELIEVE YOUR CIVIL RIGHTS IN EMPLOYMENT MATTERS HAVE BEEN VIOLATED AT ANY TIME DURING THE COURSE OF YOUR CONSIDERATION FOR EMPLOYMENT, CONTACT THE EQUAL EMPLOYMENT OPPORTUNITY OFFICE, 940 W. MAIN STREET, SUITE 208, EL CENTRO, CA 92243, PHONE: (442) 265-1001 (DO NOT CALL THIS NUMBER FOR GENERAL EMPLOYMENT OR JOB APPLICATION INFORMATION).

<p style="text-align: center;">SUBMITTING YOUR APPLICATION</p> <p>Please submit your application no later than 5:00 pm on the established deadline. We do not accept postmarks. Applications are accepted via fax, mail or in person at to the Human Resources Office located at: 940 W. Main Street, Suite 101, El Centro, CA 92243</p> <p style="text-align: center;">If your application is faxed, you will be required to submit an original application at a later time.</p>	<p>HUMAN RESOURCES DEPARTMENT USE ONLY STAMPED RECEIVED</p>
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EMPLOYMENT HISTORY

1. List your complete employment history for the last ten years beginning with your most recent
2. List all experience, paid or voluntary, related to the position
3. Use different blocks for different positions with same employer
4. Additional sheets may be attached when necessary

Resumes will NOT be accepted in place of a completed application.

DATES EMPLOYED From _____ To _____ Total Years/Months: _____ Hours Per Week: _____ Salary: _____ May we contact this employer? _____	NAME OF EMPLOYER: _____ ADDRESS: _____ JOB TITLE _____ DUTIES: _____ SUPERVISOR'S NAME/TITLE: _____ Phone: _____ REASON FOR LEAVING: _____
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IMPORTANT NOTICE REGARDING EMPLOYMENT:

At time of hire, County employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986. Employment with the County of Imperial does not occur until the Appointing Authority and the Director of Human Resource & Risk Management sign and file a formal document appointing the applicant to a job position following successful completion of all employment procedures, including a medical evaluation. For certain "sensitive" positions, as defined by County policy, the medical evaluation will include testing for drugs and alcohol. Any information obtained after a conditional offer is made but before the formal document is filed may also constitute grounds for withdrawal of the conditional offer. Until formal appointment is made in this manner, any offers of County employment are conditional and preliminary and may be withdrawn.

APPLICANT CONSENT AND RELEASE FORM (READ CAREFULLY BEFORE SIGNING):

I hereby certify that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein will cause forfeiture on my part of any employment in the service of the County of Imperial. I further agree to submit to a complete medical examination and, upon employment, to furnish such proof or identification and legal right to work in the United States as may be required. I also understand that once hired I may be required to provide proof of my birth date. All statements made in this application may be verified, including checks of police records and former employers.

I request, authorize and consent to the release of information to the County of Imperial, regarding my previous employment and authorize all past employers or agents that they may designate, to respond to oral or written inquiries from the County of Imperial regarding my employment record, including, but not limited to, positions held, dates of employment, last pay raise, work performance, disciplinary records, reliability, and any incidents of dishonesty, insubordination, violence, and/or unsafe harmful, or threatening behavior. I agree to release and discharge the County of Imperial and all past employers, and their respective officers, agents, and employees, from any and all claims, demands, damages, and all other liabilities arising out of, or as result of, any oral or written inquiry or any information provided or released, as a result of any written or oral inquiry by the County of Imperial.

I understand that this application is not a contract, and it is not an offer of employment. If I am offered employment, I understand that such offer is subject to the Employment conditions listed above.

Signature

Date