



City of Grand Terrace

Personnel Department

22795 Barton Road

Grand Terrace, CA 92313

The City of Grand Terrace is an affirmative action employer and considers applicants for all positions without regard to race, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

Last Name	First Name	Middle Name or Initial	Position Applying For
Address		City & State	Zip Code
Home Phone _____		Have you ever been convicted of an offense other than a minor traffic violation? If yes, please explain. Conviction will not necessarily disqualify an applicant from employment. Yes _____ No _____	
Business Phone _____			
Social Security No. _____			
Have you ever been employed under another name? Please list name(s): _____ _____		_____ _____ _____	
Can you, if employed, submit verification of your legal right to work in the United States? Yes _____ No _____			
Please indicate how you learned of this position: 			

Name, Location & Phone # of High School:			
College/University	City & State	Major & # of Units	Degree
Vocational/Technical:			
Professional or Technical Licenses or Certificates & Dates Received:			
List office machines and/or equipment you have operated or other mechanical skills that apply:			

Shorthand WPM: _____ Typing WPM: _____			

Do not attach resume in lieu of completing employment history.

EXPERIENCE: Please account for all employment within the last ten years, beginning with your current or most recent employer. In addition, please indicate any other experience which you feel is relevant to the position for which you are applying (e.g. volunteer experience, experience gained over ten years ago, etc.) Attach an additional sheet if extra space is needed.

From: _____ To: _____ Mo. Salary: _____ Hrs. per week: _____	Job Title: _____ Describe your Duties: _____ _____ _____ Reason for Leaving: _____ _____	Firm Name: _____ _____ Address: _____ _____ Phone No. _____ Supervisor's Name: _____ _____
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If we contact your present employer, will such action jeopardize your position? Yes _____ No _____

I certify that all statements on this form are true and complete to the best of my knowledge and belief. I understand that any falsification of the information on this form may, if I am employed, be considered grounds for immediate dismissal. Employers listed in this application are authorized to give any and all information concerning my previous employment.

Signature of Applicant

Date