



INSTRUCTIONS FOR COMPLETING TEMPORARY CITY EMPLOYMENT APPLICATION

Download and print the application.

On Line 1 of the application: Fill out the position you are applying for. Applying for more than one position? Leave the box empty until we photocopy your application, then you can write in each position you'd like to apply for. Be sure you write the complete name of the job title/position.

For example:

*Amusement Ride Operator & Concession Worker - Recreation Aide OR
Neighborhood Services After School Program - Recreation Leader*

Answer all parts of the application and sign.

Completed applications should be submitted to either:

Finley Community Center, 2060 West College Avenue OR
Steele Lane Community Center, 415 Steele Lane

Thank you for applying with Santa Rosa Recreation and Parks.

Application for Employment

Personal Information						For Office Use Only			
1. Position (Exact Job Title):						Exam# _____			
2. Last Name:		First Name:		Middle:					
3. Address:						(Date Received)			
City:				State:				Zip Code:	
4. Email Address:									
5. Home Phone:									
Cell Phone:									
Work Phone (If we may contact you at your work number):									
6. Are you currently working for the City of Santa Rosa?						<input type="checkbox"/> Yes <input type="checkbox"/> No			
7. Have you ever worked for the City of Santa Rosa?						<input type="checkbox"/> Yes <input type="checkbox"/> No			
8. Are you a retiree of the CalPERS retirement system?						<input type="checkbox"/> Yes <input type="checkbox"/> No			
If you are a CalPERS retiree, please review the publication: "A Guide to CalPERS Employment After Retirement" available at www.calpers.ca.gov or 888-225-7377 prior to submitting this application.									
8.a. Are you currently a member of the CalPERS or have you previously worked for an employer with CalPERS? Yes No									
9. Are you related to, or in a domestic partnership with, any person employed by the City of Santa Rosa? <input type="checkbox"/> Yes <input type="checkbox"/> No									
10. Are you willing to work: <input type="checkbox"/> Regular Full Time <input type="checkbox"/> Regular Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Limited Term									
11. Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No									
12. Do you want Veterans Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No									
<i>If you do, complete and submit the Veteran's Preference form to the Human Resources Department with a copy of your DD214. For more information, call us at 707-543-3060.</i>									
Education, Licenses and Certifications									
13. Do you have a high school diploma, GED or California High School Proficiency Certificate?						<input type="checkbox"/> Yes <input type="checkbox"/> No			
14. Colleges/Universities/ Academies Attended		Dates Attended		Course of Study/ Major		Degree Awarded?			
						<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Other Relevant Courses and Training		Name/Location of Institute				Length of Course			
						Date Completed			
16. Professional License or Certification (if related)				Serial #		Date Issued			
						Expiration Date			
17. Valid Driver's License #:				State:		Class:			
18. Do you speak another language? <input type="checkbox"/> Yes <input type="checkbox"/> No						19. Typing Speed			
If yes, indicate the language(s) that you speak: _____						if required:			

Employment is contingent upon successful completion of a conviction history check. Only job-related convictions will be considered, and will not automatically disqualify the applicant. Questions about conviction history and/or criminal background searches will not be performed until after minimum qualifications are determined, and may be conducted at any later point in the application or hiring process.

It is the policy of the City of Santa Rosa to hire only U.S. Citizens and aliens authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.

Employment in some positions is contingent upon successfully passing a physical examination.

Persons employed must execute a loyalty oath, as required by law. In addition, by law all City of Santa Rosa employees are Disaster Service Workers and are subject to be called upon to work in the event of an emergency.

ALL APPLICANTS MUST FILL OUT BOTH SIDES OF APPLICATION

This section must be filled out. Please note: You may submit a résumé or other relevant document to further describe your qualifications; however, a résumé in lieu of a completed application **will not** meet the requirement to submit a completed application.

Employment History		
19. List your work record for at least the past 10 years . Begin with your most recent experience. Include self-employment and U.S. Military Service. Describe the work you did as completely as possible. List each promotion separately. Explain any gaps between employment periods. If more space is needed, use a separate sheet, prepared in the same form and attach it securely.		
Start Date:	Employer Name:	
End Date:	Address:	
Hours per Week:	Position & Department	No of Employees You Supervised:
Name of Supervisor:		Supervisor's Phone #: ext
Reason for Leaving:		
Duties:		
Start Date:	Employer Name:	
End Date:	Address:	
Hours per Week:	Position & Department	No of Employees You Supervised:
Name of Supervisor:		Supervisor's Phone #: ext
Reason for Leaving:		
Duties:		
Start Date:	Employer Name:	
End Date:	Address:	
Hours per Week:	Position & Department	No of Employees You Supervised:
Name of Supervisor:		Supervisor's Phone #: ext
Reason for Leaving:		
Duties:		
Start Date:	Employer Name:	
End Date:	Address:	
Hours per Week:	Position & Department	No of Employees You Supervised:
Name of Supervisor:		Supervisor's Phone #: ext
Reason for Leaving:		
Duties:		
20. Were you ever discharged or forced to resign from any position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
21. Inquiry may be made of your former employers or the last school you attended regarding your performance record. May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

If you are a person with a disability and require accommodation during the examination process, please notify the Human Resources Department at (707) 543-3060 as soon as possible or by the final filing date.

CERTIFICATION OF APPLICANT: I certify that all statements made in this application are true, and I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the City of Santa Rosa.

SIGNATURE: _____

DATE: _____