

## Employment Application

Please complete even if resume is attached and return to:



### Town of Corte Madera

300 Tamalpais Drive At Willow Avenue, Post Office Box 159, Corte Madera, CA 94976-0159

Phone: (415) 927-5050

Fax: (415) 927-5087

<http://www.townofcortemadera.org>

### Personal Information

Full Name \_\_\_\_\_  
*Last First Initial*

Address \_\_\_\_\_  
*Street City State Zip*

Personal Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

If it is necessary to contact you, which of the above phone numbers should we call?  Personal  Business  Either

Email address \_\_\_\_\_

Other Names You Have Used or Are Known By: \_\_\_\_\_

After an employment offer, can you provide verification of your legal right to work in the United States?  Yes  No

Driver's license? License No. \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

### Position

Title of position sought \_\_\_\_\_

What type of employment will you accept?  Part Time  Full Time  Temporary

Will you accept shift, evening, or weekend work, if required?  Yes  No

### Agreement

I hereby certify that all statements made herein or otherwise by me in applying for a position of employment with the Town of Corte Madera are true and correct. I understand that any misstatement or omission of material fact may be justification for disqualification or termination of employment. I authorize the Town of Corte Madera to verify my qualification and character with the employers, schools or persons named on this application, except as noted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Department Use Only

Approved  Disapproved For:  Education  Experience  License/Cert.  Incomplete  Late  Met MQ – screened out

Screened by:

Date:

Comments:

**Position Desired** \_\_\_\_\_

**Education**

High School \_\_\_\_\_ City/State \_\_\_\_\_ Diploma?  Yes  No  GED

College & Location \_\_\_\_\_ Major \_\_\_\_\_ Units Completed \_\_\_\_\_ Degree \_\_\_\_\_

College & Location \_\_\_\_\_ Major \_\_\_\_\_ Units Completed \_\_\_\_\_ Degree \_\_\_\_\_

Business/Trade School or apprenticeship \_\_\_\_\_

Applicable license, certification or registration \_\_\_\_\_ Expiration Date \_\_\_\_\_

Languages, other than English, in which you are fluent \_\_\_\_\_

**Experience**

Employer \_\_\_\_\_ Address \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_ May we contact?  Yes  No

Last Position \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Avg. hrs/wk \_\_\_\_\_

Duties

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_ May we contact?  Yes  No

Last Position \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Avg. hrs/wk \_\_\_\_\_

Duties

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_ May we contact?  Yes  No

Last Position \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Avg. hrs/wk \_\_\_\_\_

Duties

Reason for Leaving \_\_\_\_\_