

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.ci.corte-madera.ca.us>

Reasonable accommodations in the application process are available upon request for applicants who have a disability.

Disabled applicants will not be penalized in the selection process for seeking reasonable accommodations.

Personal Information

Full Name _____ Social Security Number _____
Last First Initial

Address _____
Street City State Zip

Home Phone Business Phone E-Mail Address

If we need more information, how would you like to be contacted? (Check all that apply) Home phone Business phone E-Mail 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

Security Disclosure

Have you ever been convicted of any crime? You need not include any of the following: 1) any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; 2) any misdemeanor conviction for which probation has been completed and the case judicially dismissed; 3) any marijuana-related conviction; 4) any arrest that did not result in a conviction; or 5) any arrest for which a pretrial diversion program was successfully completed pursuant to CA Penal Code sections 1000.5 & 1001.5. Yes No

If yes, please state when, where, and disposition of case: _____

Conviction is not necessarily a bar to employment. Each case is given individual consideration based upon job relatedness of offense.

Consumer Report Waiver

By checking the following box, I waive my right to receive a copy of any public record that is obtained about me by the Town of Corte Madera for hiring, retention, promotion or other employment purposes, pursuant to CA Civil Code section 1786.53

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 qualifications 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: _____

Social Security Number _____

Position Desired _____

Education

High School _____ City/State _____ Diploma? Yes No GED

College & Location _____ Major _____ Units Completed _____ Degree _____

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Business/Trade School or apprenticeship _____

Applicable license, certification or registration _____ Expiration Date _____

Languages, other than English, in which you are fluent _____

Other skills/qualifications/abilities related to position _____

Experience

Employer _____ Address _____ City/State _____

Supervisor's Name _____ Phone _____ May we contact? Yes No

Last Position _____ Employed from _____ to _____ Avg. hrs/wk _____

Duties

Starting Salary _____ Final Salary _____ Reason for Leaving _____

Employer _____ Address _____ City/State _____

Supervisor's Name _____ Phone _____ May we contact? Yes No

Last Position _____ Employed from _____ to _____ Avg. hrs/wk _____

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