

EMPLOYMENT / VOLUNTEER / LEADERSHIP EXPERIENCE

LIST CURRENT AND PREVIOUS WORK EXPERIENCE (INCLUDE VOLUNTEER WORK AND/OR LEADERSHIP ACTIVITIES)

COMPANY NAME / ADDRESS /	DATES EMPLOYED		JOB TITLE AND DUTIES PERFORMED
	FROM:	TO:	TITLE: DUTIES:
	FROM:	TO:	TITLE: DUTIES:
	FROM:	TO:	TITLE: DUTIES:

INTERN OPPORTUNITIES

PLEASE LIST YOUR TOP THREE CHOICES USING THE LIST OF INTERN OPPORTUNITIES BELOW. WE WILL DO EVERYTHING WE CAN TO MATCH YOU WITH ONE OF YOUR TOP CHOICES, BUT THIS IS NOT A GUARANTEE.

- RECREATION
- ENGINEERING
- RECYCLING
- POLICE
- FINANCE
- CITY MANAGEMENT
- HUMAN RESOURCES

1ST CHOICE _____

2ND CHOICE _____

3RD CHOICE _____

LANGUAGE PROFICIENCY (OTHER THAN ENGLISH)

LANGUAGE	READS	WRITES	SPEAKS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AMERICAN SIGN LANGUAGE (SIGN) YES NO

SKILLS

TYPE OF SOFTWARE USED (CHECK ALL THAT APPLY):

INDICATE SKILL LEVEL: BEGINNING (B), INTERMEDIATE (I), OR ADVANCED (A)

EXCEL WORD POWERPOINT ACCESS ADOBE PHOTOSHOP

OTHER:

OTHER (LIST OTHER SKILLS):

ATTACHMENTS TO THE EMPLOYMENT APPLICATION

I HAVE ATTACHED THE FOLLOWING INFORMATION TO THE APPLICATION:

1) A PERSONAL STATEMENT(500 WORDS OR LESS) DESCRIBING YOUR INTEREST IN WORKING FOR THE CITY AND WHAT YOU HOPE TO GAIN FROM THE PROGRAM	<input type="checkbox"/> YES <input type="checkbox"/> NO
2) AT LEAST ONE LETTER OF RECOMMENDATION FROM AN ADVISOR, COUNSELOR OR YOUR IT/MEDIA ACADEMY TEACHER OR COORDINATOR	<input type="checkbox"/> YES <input type="checkbox"/> NO
3) COVER LETTTER AND RESUME (OPTIONAL)	<input type="checkbox"/> YES <input type="checkbox"/> NO
4) "PARENT PERMISSION FORM" (FOR STUDY TRIP TO ATTEND JOB INTERVIEW)	<input type="checkbox"/> YES <input type="checkbox"/> NO

APPLICANT STATEMENT

I CERTIFY THAT THE ANSWERS I HAVE PROVIDED ABOVE ARE TRUE, CORRECT AND COMPLETE AND THAT I HAVE NOT KNOWINGLY WITHHELD ANY FACTS. I UNDERSTAND ANY FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACTS ARE SUFFICIENT REASONS FOR DISQUALIFICATION FROM FURTHER CONSIDERATION FOR EMPLOYMENT OR DISMISSAL AT ANY TIME DURING EMPLOYMENT SHOULD I BECOME EMPLOYED AT THE CITY OF EL CERRITO.

I ALSO UNDERSTAND THAT IF I AM EMPLOYED BY THE CITY OF EL CERRITO, MY EMPLOYMENT CAN BE TERMINATED AT ANYTIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I UNDERSTAND THAT A COPY OF THIS DOCUMENT IS AVAILABLE TO ME IF I SO DESIRE.

APPLICANT'S SIGNATURE:

DATE: