

13. EMPLOYMENT HISTORY

Below, show all employment for, at least, the past 10 years. List your most recent employment first and work backward. You should respond **completely** to the information requested under this section and attempt to cover the requirements in the Examination Announcement. Describe different positions held with the same employer in different blocks, showing dates, etc. Experience may be paid or unpaid, full or part-time. (Part-time work will be prorated to fulltime equivalent.) If more space is needed, you may attach additional sheets.

Employer's Name	Employed Mo/Yr Mo/Yr From _____ to _____	Job Title and Duties
Street Address	Monthly Salary Starting \$ Final \$	
City & State Phone	Hours per Week	
Supervisor	Reason for Leaving	
Employer's Name	Employed Mo/Yr Mo/Yr From _____ to _____	Job Title and Duties
Street Address	Monthly Salary Starting \$ Final \$	
City & State Phone	Hours per Week	
Supervisor	Reason for Leaving	
Employer's Name	Employed Mo/Yr Mo/Yr From _____ to _____	Job Title and Duties
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City & State Phone	Hours per Week	
Supervisor	Reason for Leaving	
Employer's Name	Employed Mo/Yr Mo/Yr From _____ to _____	Job Title and Duties
Street Address	Monthly Salary Starting \$ Final \$	
City & State Phone	Hours per Week	
Supervisor	Reason for Leaving	

Mark Highest Grade Completed	8	9	10	11	12	G.E.D. <input type="checkbox"/>	College	1	2	3	4	Grad. Work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Colleges or Universities Attended	Location	From	To	Units Completed		Major Subject	Degree	Year
				Sem	Qtr			

MAY WE CONTACT YOUR PRESENT EMPLOYER REGARDING YOUR QUALIFICATIONS IF SERIOUSLY CONSIDERED? YES NO
 WILL YOU ACCEPT TEMPORARY WORK? YES NO

The City of El Cerrito is an Equal Opportunity Employer.
 If you have a disability that may require special testing arrangements, you must contact the Employee Services Division at (510) 215-4315 in sufficient time prior to your scheduled examination to permit your needs to be considered and reasonably accommodated.

Applicant's Agreement/Acknowledgement

Note: Read carefully before signing.

I certify that the information in this application and any attachments is true and correct to the best of my knowledge. I agree that the City may check and confirm this information. I understand that any misrepresentation, misstatement or omission of a material fact will subject me to disqualification or, if hired, to dismissal, regardless of the amount of time that has passed. I authorize my former employers, supervisors, educational or training institutions and references to provide information in connection with this application or subsequent employment. I hereby release each of these persons or entities, as well as the City of El Cerrito and its officers, agents and employees, from any and all liability arising from such inquiries or the information provided.

I understand that should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by personnel of the City of El Cerrito, I will be entitled to copies of any such public records obtained by the City of El Cerrito unless I mark the box below. I further understand that if I am not hired or the city takes adverse action against me as a result of the information, I am entitled to a copy of any such records, even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

I acknowledge that offers of employment may only be made in writing by an authorized representative of the Employee Services Division. Any offer of employment or my acceptance is contingent on medical examination (including a drug screen, where applicable), background check, verification of identity and authorization to work in the United States and other selection, verification or hiring procedures.

Signature: _____ Date: _____

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In accordance with Section 1233 of the State Government Code and Section 1420 of the State Labor Code, the information requested below will be used for statistical purposes only. It will enable the Employee Services Division to more effectively evaluate our recruitment process. It will also be used to help us determine if there is any adverse impact in our selection process on groups protected under federal and state equal employment opportunity laws. The information is requested on a voluntary basis and will be separated from your application. If you have any questions regarding this request, please contact Employee Services. Although we hope that you will assist us by providing this information, your application will be processed in the same manner whether or not you answer. Thank you.

Check Male or Female: Male Female

APPLIED FOR: _____

Ethnic Identification: _____ White (non-Hispanic)
 _____ Black (non-Hispanic)
 _____ Hispanic
 _____ Asian/Pacific Islander
 _____ American Indian / Alaskan Native

How did you learn of this job announcement?
_____ City Employee _____ Public Bulletin
_____ Employee Ser. Div. _____ Other Agency
_____ State Emplmt. Ofc. _____ Newspaper
_____ Friend or acquaintance _____ Other*

Please explain: _____

Supplemental Application – Public Safety Applicants

El Cerrito Police Department

Please thoroughly read, fill out, and submit this Supplemental Application, as directed. You can also submit a résumé (not required). These submitted materials will be attached to your Employment Application.

Part 1 – Employment Standards

Applicants for positions with the El Cerrito Police Department must meet minimum standards. According to City of El Cerrito Police Department policy, “the following standards have been adopted for public safety applicants.”

The following may be disqualifying:

Operation of a Motor Vehicle

1. Receipt of three or more moving violations (or any single violation of a potential life threatening violation, i.e., reckless driving, speed contest, suspect of a pursuit, etc.) within three years prior to application. Moving violations for which there is a factual finding of innocence shall not be included. *(1000.31.e.1)*
2. Involvement as a driver in two or more chargeable collisions within three years prior to date of application. *(1000.31. e.2)*
3. A conviction for driving under the influence of alcohol and/or drugs within four years prior to application or any two convictions for driving under the influence of alcohol and/or drugs. *(1000.31.e.3)*

Integrity

4. Any material misstatement of fact or significant admission during the application or background process shall be disqualifying, including inconsistent statements made during the initial background interview (Personal History Statement) or polygraph examination or discrepancies between this background investigation and other investigations conducted by other law enforcement agencies. *(1000.32.e. 1)*
5. Any forgery, alteration, or intentional omission of material facts on an official employment application document, or sustained episodes of academic cheating. *(1000.32.e.2)*

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Credibility as a Witness in a Court of Law

6. Conviction of any criminal offense classified as a misdemeanor under California Law within three years prior to application. *(1000.33. b. 1)*
7. Conviction for two or more misdemeanor offenses under California law as an adult. *(1000.33.b.2)*
8. Conviction of any offense classified as a misdemeanor under California law while employed as a peace officer (including military police officers). *(1000.33.b.3)*
9. Admission(s) of having committed any act amounting to a felony (including felony-misdemeanor offenses) under California law, as an adult, within five years prior to application or while employed as a peace officer (including military police officers). *(1000.33.b.4)*
10. Admission(s) of administrative conviction of any act while employed as a peace officer (including military police officers) involving lying, falsification of any official report or document, or theft. *(1000.33.b.5)*
11. Admission(s) of any act of domestic violence as an adult against a romantic partner or parent. *(1000.33. b. 6)*
12. Admission(s) of any criminal act, whether misdemeanor or felony, committed against children, including, but not limited to: molesting or annoying children, child abduction, child abuse, lewd and lascivious acts with a child, indecent exposure, except: acts of consensual unlawful intercourse accomplished between two minors shall not be included, unless more than four years difference in age existed at the time of the acts. *(1000.33.b. 7)*

Learning Ability

13. Being under current academic dismissal from any college or university where such dismissal is still in effect and was initiated within the past two years prior to the date of application. *(1000.35. e. 1)*
14. Having been academically dismissed from any P.O.S.T. certified basic law enforcement academy wherein no demonstrated effort has been made to improve in the deficient areas, except: subsequent successful completion of another P.O.S.T. basic law enforcement academy shall rescind this requirement. *(1000.35. e.2)*

Personal Sensitivity

15. Having been disciplined by any employer (including the military and/or any law enforcement training facility) for acts constituting racial, ethnic or sexual harassment or discrimination. *(1000.3 6.f. 1)*
16. During this process, uttering any epithet derogatory of another person's race, religion, gender, national origin or sexual orientation. *(1000.36.f.2)*
17. Having been disciplined by any employer as an adult for fighting in the workplace. *(1000.3 6.f. 3)*

Supplemental Application – Public Safety Applicants

El Cerrito Police Department

Judgment Under Pressure

18. Admission(s) of administrative conviction or criminal convictions for any act amounting to assault under color of authority or any other violation of federal or state Civil Rights laws. (1000.37.e.1)

19. Any admission(s) of administrative conviction or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer. (1000.37. e.2)

Illegal Use or Possession of Drugs

20. Any adult use or possession of a drug classified as a hallucinogenic within seven years prior to application for employment. (1000.38.a.1)

21. Any adult use or possession of marijuana within one year prior to application for employment. (1000.38. a. 2)

22. Any other illegal adult use or possession of a drug not mentioned above (including cocaine) within three years prior to application for employment. (1000.38.a.3)

23. Any illegal adult use or possession of a drug while employed in any law enforcement capacity, military police, or as a student enrolled in college accredited courses related to the criminal justice field. (1000.38.a.4)

24. Any adult manufacture or cultivation of a drug or illegal substance. (1000.38.a.5)

25. Failure to divulge to the police department during the background investigation any information about personal illegal use or possession of drugs. (1000.38.a.6)

26. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected. (1000.38.a. 7)

Each of the preceding 26 items may be disqualifying in the application to and candidacy for the position for which you are applying. Please answer the following question:

Do any of the preceding 26 items apply to you? ____ Yes ____ No

I certify that the answer I have provided on this page is true and accurate:

Sign Name _____ **Date** _____

Print Name _____

Fax or Mail this signature page to 510-215-4319, with your application, to the City of El Cerrito Employee Services, 10890 San Pablo Ave, El Cerrito, CA 94530. Include T-Score, if applicable & available.