



CITY OF HUNTINGTON PARK

HUMAN RESOURCES DEPARTMENT

6550 Miles Avenue

Huntington Park, CA 90255

Phone (323) 584-6227 • 24-Hour Job Hotline (323) 584-6209

www.hpca.gov

**EMPLOYMENT APPLICATION
FOR THE POSITION OF:**

Applicant Instructions: Please read the recruitment announcement for the position desired. If you possess the qualifications for the job, show clearly on this application all previous education, training and work experience which qualifies you for this position. Please print clearly in ink or type. Answer all questions accurately and completely. All statements in your application are subject to verification and incorrect or incomplete statements may bar or remove you from employment. Read the Certificate of Applicant in Section 6 carefully before signing.

1. PERSONAL DATA

Name (Last)	(First)	(Middle)	Area Code	Home Telephone Number
Other Names Used			Area Code	Work Telephone Number
Home Address (Number and Street)			Area Code	Cell Phone Number
(City, State & Zip)			E-mail Address	
Do you have a valid California Driver's License? YES <input type="checkbox"/> NO <input type="checkbox"/>			Social Security Number	
State:	Number:	Class:	Expiration Date:	
Can you, after employment, submit proof of U.S. Citizenship or proof of permanent resident alien status? YES <input type="checkbox"/> NO <input type="checkbox"/>			Are you at least 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you claim Veteran's Preference? YES <input type="checkbox"/> NO <input type="checkbox"/>			If no, can you submit a valid work permit? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, proof of honorable discharge (DD214) from U.S. Armed Forces must be attached at time of application.			Will you accept part time work? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Date of Birth: (Police Applicants only)			Will you accept temporary work? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Personal References (List persons not related to you).			Phone Number	Occupation

2. EDUCATION AND TRAINING (Attach additional sheets if necessary)

Name and location of last grade or high school attended:	Indicate Highest Grade Completed (1-12)	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you have a GED Certificate? YES <input type="checkbox"/> NO <input type="checkbox"/>
Name and location of Colleges, Universities, Business or Trade Schools attended:	Number of Units Completed	Sem	Qtr
Please describe additional course work or training (including military) which would qualify you for this position.			
Please list certificates or licenses of professional or vocational competence you possess which relate to this position.			
Please describe any relevant skills you have such as computer skills (hardware and software), machine or equipment operation.			

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Please describe any relevant skills you have such as computer skills (hardware and software), machine or equipment operation.

Have you ever been employed by the City of Huntington Park? YES NO

From _____ To _____ Department _____

The City has a Nepotism Policy which may preclude employment of certain family members of current employees of the City. Are you related to any present City employee or elected official of the City of Huntington Park? YES NO If yes, please provide:

Relative's name(s) _____ Relationship: _____

3. A "YES" ANSWER TO ANY OF THE NEXT 2 QUESTIONS REQUIRES AN EXPLANATION UNDER SECTION 4.

Please complete the section below **only** if you are applying for a Police Department position. Have you at any time in your life been convicted or adjudicated, in other than a juvenile court, of a felony or misdemeanor other than minor traffic violations? YES NO A criminal record does not constitute automatic bar to employment, but will be considered in terms of the work to be performed. Failure to disclose a criminal conviction will result in termination. If yes, indicate below for each offense the (1) Date, (2) Offense, (3) Place, and (4) Action Taken.

Have you ever been discharged or requested or forced to resign from any position for misconduct or unsatisfactory service? YES NO

4. ADDITIONAL INFORMATION

Use this space to provide additional information as required by this application, or to describe in greater detail any aspects of your experience or activity that are pertinent to the job you are seeking.

EMPLOYMENT HISTORY

READ CAREFULLY BEFORE BEGINNING THIS SECTION

List all periods of employment and unemployment for the last ten years, starting with the most recent and working back. Start with present employment, including current employment with the City. Indicate any discharge or forced resignation. List periods of U.S. Military Service and previous employment with the City of Huntington Park regardless of when they occurred. List separately different positions with the same employer. Give complete information. A resume does not substitute for this section. If you need additional space use the back of the application or attach additional sheets using this format.

Do you object to having your present employer contacted? Yes No If yes, explain _____

From: _____ To: _____ Mo. Yr. Mo. Yr. Name and Address of Employer: _____ _____ _____ Name of Supervisor: _____ Reason for Leaving: _____	Title of Your Position: _____ Duties: _____ _____ _____ No. Supervised (if any): _____ Hours per Week: ____ Salary \$ _____ Hr. <input type="checkbox"/> Wk. <input type="checkbox"/> Mo. <input type="checkbox"/> Telephone Number of Employer: _____
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6. CERTIFICATE OF APPLICANT - PLEASE READ CAREFULLY

If employed, will you take a loyalty oath of Public Officers and Employees? 9 Yes No. If no, please explain: _____

This is to inform you that as part of our procedure for processing your application an investigative background report, including a DMV check, may be made through a personal interview with you and/or any third parties who may have information concerning you/or a record search.

All offers of employment are conditioned upon the successful passing of a physical, including a drug screen, and/or psychological examination. The use of this application form does not indicate that there are any positions open and does not in any way obligate the City to process your application and/or hire you.

CERTIFICATION: I certify that the answers given by me to the foregoing questions and statements are true and correct without consequent omissions of any kind whatsoever. I agree that the City shall not be liable in any respect if my employment is terminated because of the falsity of statements, answers or omissions made by me in this application. I authorize the companies, schools or persons named above to give any information regarding my employment that they may have regarding me whether or not it is in their record. I hereby release said companies, schools or persons from all liability for any damage for issuing this information.

Signed: _____

Date: _____