



Town of Moraga

Application for Employment

329 Rheem Blvd.
Moraga, CA 94556

An Equal Opportunity Employer

PLEASE TYPE OR PRINT

Incomplete or illegible applications will not be accepted

POSITION APPLIED FOR: _____ DATE: _____
(Print exact title)

NAME: _____
First Middle Last

ADDRESS: _____ Home: (____) _____
Number Street City State Zip Work: (____) _____

Other names you have used or are known by (maiden name, etc.) _____

NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY:

Name Address Phone

ARE YOU A U.S. CITIZEN? YES () NO ()

IF NOT A CITIZEN, do you have a work permit from the U.S. Immigration and Naturalization Service? YES () NO () PROOF REQUIRED

Are any relatives employed by the Town of Moraga? YES () NO ()

Will you accept temporary work? YES () NO ()

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? YES () NO ()

Have you ever received workers' compensation disability insurance or other benefits on account of a permanent injury or disability, which would make you incapable of performing the essential duties of the job for which you are applying? YES () NO ()

Have you ever been convicted of any crime which resulted in imprisonment, probation, or the payment of a fine or forfeiture or bail of \$50 or more (a yes answer does not automatically disqualify you)? YES () NO () IF YOUR ANSWER IS YES, PLEASE EXPLAIN when, where and the disposition of the case.

SPECIAL QUALIFICATIONS

List licenses, certificates and/or registrations required for this job.

TITLE	DATE ISSUED	DATE EXPIRES	NUMBER
_____	_____	_____	_____
_____	_____	_____	_____

OFFICE SKILLS: Typing Speed _____ Shorthand _____ Computer _____

Do you have a valid California Driver's License? YES () NO ()

EDUCATION & TRAINING

Circle Highest Grade Completed: 8 9 10 11 12 G.E.D. College: 1 2 3 4 Graduate Work? Yes _____ No _____

Colleges or Universities attended: _____ Location _____ From _____ To _____ Units Completed _____ Major/Subject _____ Degree _____ Year _____

EMPLOYMENT RECORD: Begin with present or most recent position. List work record for past ten years, and include any other pertinent experience. Attach resume or additional sheets if necessary.

From: _____ To: _____ Total: _____ Exact Title of Position: _____
(Month/Year) (Month/Year) (No. Months)

Name, Address and Phone Number of Employer: _____

Your Duties Were: _____

Name and Title of Supervisor: _____ Phone: (____) _____

Reason for leaving: _____ Number Supervised: _____ Salary per month: Starting _____ Final _____

From: _____ To: _____ Total: _____ Exact Title of Position: _____
(Month/Year) (Month/Year) (No. Months)

Name, Address and Phone Number of Employer: _____

Your Duties Were: _____

Name and Title of Supervisor: _____ Phone: (____) _____

Reason for leaving: _____ Number Supervised: _____ Salary per month: Starting _____ Final _____

From: _____ To: _____ Total: _____ Exact Title of Position: _____
(Month/Year) (Month/Year) (No. Months)

Name, Address and Phone Number of Employer: _____

Your Duties Were: _____

Name and Title of Supervisor: _____ Phone: (____) _____

Reason for leaving: _____ Number Supervised: _____ Salary per month: Starting _____ Final _____

May we contact your present employer as to your character, qualifications, etc.? YES () NO ()

I hereby certify that all statements made herein or otherwise by me in applying for a position of employment with the Town of Moraga are true and correct. I authorize the Town to make an investigation of any of the facts set forth in this application. I understand and agree that my misstatement or omission of material fact will cause forfeiture of my rights to employment by the Town of Moraga. I understand that employment is contingent upon my provision of written verification of my identity and legal right to work in the United States.

DATE: _____ SIGNATURE: _____