



**CITY OF GUSTINE  
EMPLOYMENT APPLICATION**  
682 3rd Avenue  
Gustine, CA 95322  
p. 209.854.6471 / f. 209.854.2840

POSITION TITLE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_ PHONE NO. \_\_\_\_\_

In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. If provided, the Social Security Number will be used for identification purposes to ensure proper records are maintained.

**Instructions**  
*Please Read Carefully*

1. Please answer all questions; provide sufficient detail to allow for full review and evaluation by the City Personnel Officer. Applications must be typed or printed legibly in blue or black ink.
2. A resume may accompany the completed application form; however, a resume *cannot* be accepted in lieu of a completed City application form.
3. Use a separate application for each position for which you are applying. Applications and attachments will not be returned and photocopies will not be provided.
4. Inquiry may be made of your former and current employers or the last school attended regarding performance. Please provide the name and phone number of each supervisor on the application.
5. Please notify the City's Personnel Officer should your address or phone number change after the application is submitted.

**Thank you for your interest in employment with the City of Gustine.**



# CITY OF GUSTINE EMPLOYMENT APPLICATION

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The City of Gustine is an equal opportunity employer. The City does not discriminate on the basis of race, color, religion, age, sex, gender preference, national origin, veteran status, mental or physical disability, or marital status. All job offers are contingent upon the successful completion of a background process which may include a police records check, a medical examination and a drug screening test.

**PLEASE TYPE OR PRINT LEGIBLY. THIS APPLICATION IS PART OF THE EXAMINATION PROCESS  
RESUME MAY BE ATTACHED, BUT MAY NOT BE SUBSTITUTED FOR THIS APPLICATION**

PRINT EXACT TITLE OF THE POSITION FOR WHICH YOU ARE APPLYING:	ARE YOU UNDER 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO												
ENTER JOB BULLETIN NUMBER (See lower left corner of job announcement.)	APPLICANT, CHECK ONLY IF APPLYING FOR A PUBLIC SAFETY POSITION. ARE YOU OVER 60 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO												
PRINT YOUR FULL NAME: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>(Last)</span> <span>(First)</span> <span>(Middle Initial)</span> </div>													
ADDRESS: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>(Number)</span> <span>(Street)</span> <span>(Apt. No.)</span> </div> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>(City)</span> <span>(State)</span> <span>(Zip Code)</span> </div>													
SOCIAL SECURITY NUMBER	WHAT LANGUAGES, OTHER THAN ENGLISH, DO YOU SPEAK, READ AND WRITE FLUENTLY?												
<b>LEGAL HISTORY</b>													
Have you ever been convicted of a crime since reaching the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide details below. For each incident, give the date, the type of offense, and action taken. NOTE: A conviction is <i>not</i> an automatic bar to employment. The nature of the offense, time elapsed and conduct since the offense will be considered in terms of employment.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">DATE</th> <th style="width: 30%;">OFFENSE</th> <th style="width: 30%;">PLACE</th> <th style="width: 25%;">ACTION TAKEN</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	DATE	OFFENSE	PLACE	ACTION TAKEN									
DATE	OFFENSE	PLACE	ACTION TAKEN										
Have you ever been employed by the City of Gustine? <input type="checkbox"/> YES <input type="checkbox"/> NO													
<b>EDUCATION</b>													
CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12	NAME AND LOCATION OF HIGH SCHOOL	DID YOU GRADUATE FROM HIGH SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NOT, DO YOU HAVE A GED CERTIFICATE? <input type="checkbox"/> YES <input type="checkbox"/> NO										
COLLEGE OR UNIVERSITY ATTENDED	ATTENDANCE DATES	MAJOR	UNITS	DEGREE RECEIVED									
COLLEGE OR UNIVERSITY ATTENDED	ATTENDANCE DATES	MAJOR	UNITS	DEGREE RECEIVED									
PROFESSIONAL LICENSES OR CERTIFICATES													
OTHER JOB RELATED TRAINING													

EXPERIENCE: LIST YOUR PRESENT OR MOST RECENT EMPLOYMENT FIRST. ACCOUNT FOR ALL EMPLOYMENT WITHIN THE LAST TEN YEARS. IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL SHEETS OR RESUME.

MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF 'NO', PLEASE EXPLAIN.				
FROM: MONTH/YEAR    TO: MONTH/YEAR		POSITION TITLE		
NAME AND ADDRESS OF EMPLOYER		DUTIES OF YOUR POSITION		
NAME OF SUPERVISOR      PHONE NO.				
REASON FOR LEAVING	EMPLOYEES SUPERVISED (IF ANY)	SALARY \$	PER: <input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR	HOURS/WEEK
FROM: MONTH/YEAR    TO: MONTH/YEAR		POSITION TITLE		
NAME AND ADDRESS OF EMPLOYER		DUTIES OF YOUR POSITION		
NAME OF SUPERVISOR      PHONE NO.				
REASON FOR LEAVING	EMPLOYEES SUPERVISED (IF ANY)	SALARY \$	PER: <input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR	HOURS/WEEK
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		SALARY \$	PER: <input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR	HOURS/WEEK

USE THIS SPACE FOR ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION.

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE STATEMENTS ARE CAUSE FOR REJECTION OF THIS APPLICATION, REMOVAL OF NAME FROM AN ELIGIBLE LIST, OR DISMISSAL FROM THE POSITION.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



## CITY OF GUSTINE EMPLOYMENT APPLICATION

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In order to comply with Federal regulations in the area of Equal Employment Opportunity, the City of Gustine requests that applicants provide the following information. This is voluntary and is provided confidentially. Failure to complete this form will *not* result in adverse treatment in the application process. This information may be provided to State and Federal regulatory agencies.

POSITION FOR WHICH APPLICATION WAS SUBMITTED	JOB BULLETIN NO	DATE								
LAST NAME	FIRST NAME	M.I.								
ADDRESS	CITY/STATE/ZIP CODE									
SOCIAL SECURITY NO.	SEX									
ETHNIC BACKGROUND (See definition below):										
<input type="checkbox"/> White <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other										
EDUCATION (Circle the highest grade completed.):										
1            2            3            4            5            6            7            8            9            10            11            12										
COLLEGE EDUCATION (Circle the appropriate number):										GED: YES <input type="checkbox"/> NO <input type="checkbox"/>
1            2            3            4 AA            BA/BS            MA/MS            Ph.D.										

Please answer the following question. Your response will help assess the effectiveness of the City's recruitment efforts for this position.

How did you hear about this employment opportunity?

- |   |   |
|---|---|
| <input type="checkbox"/> Friend/Relative<br><input type="checkbox"/> City Employee<br><input type="checkbox"/> Community Center<br><input type="checkbox"/> Jobs Available<br><input type="checkbox"/> City Website<br><input type="checkbox"/> Other Website | <input type="checkbox"/> TV (list station)<br><input type="checkbox"/> Radio (list station)<br><input type="checkbox"/> The Modesto Bee<br><input type="checkbox"/> The Gustine Press Standard<br><input type="checkbox"/> Other Newspaper<br><input type="checkbox"/> Other Source |
|---|---|

Ethnic/racial definitions are those prescribed by the Equal Employment Opportunity Commission  
(See U.S.C. Title 29, Chapter XIV, Subpart 1, Section 1602.30.)

- 1 The category "White" (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa or the Middle East.
- 2 The category "Black" (not of Hispanic origin): all persons having origins in any of the Black racial groups of Africa.
- 3 The category "Hispanic": all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
- 4 The category "Asian or Pacific Islanders": all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- 5 The category "American Indian or Alaskan Native": all persons having origins in any of the original peoples of North America,

and who retain cultural identification through affiliation or community recognition.