CITY OF CALEXICO
APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) Applied For	Date of Application

How Did You Learn About Us?

☐ Advertisement ☐ Friend ☐ Inquiry ☐Employment Agency ☐Relative ☐Other_____

Last Name	First Name	Middle Name
Address *Number*	*Street*	*City* *State* *Zip Code*
Telephone Number(s)		Social Security Number (voluntary)

Best time to contact you at home is: ……..……..…..……__:__ __M

If you are under 18 years of age, can you provide required proof of your eligibility to work?……..…..…… ☐ Yes ☐ No

Have you ever filed an application with us before? If Yes, give date _____ ……..……..……..……. ☐ Yes ☐ No

Have you ever been employed with us before? If Yes, give date _____ ……..……..……..…….. ☐ Yes ☐ No

Do any of your friends or relatives, other than spouse, work here? ……..……..…..…….. ☐ Yes ☐ No
If Yes, state name, relationship and location _____

Are you currently employed? ……..……..……..……..……..…….. ☐ Yes ☐ No

May we contact your present employer? ……..……..……..……..…..…….. ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?
Proof of citizenship or immigrations status will be required upon employment. ……... ……..….. ☐ Yes ☐ No

Date available for work _____ What is your desired salary range? _____

Are you available to work : ☐ Full Time (Please indicate 1 2 3 shift)
☐ Part Time (Please indicate Mornings Afternoon Evenings)
☐ Temporary (Please indicate dates available _____ to _____)

Are you currently on "lay-off" status and subject to recall? ……..……..…..…….. ☐ Yes ☐ No

Can you travel if a job requires it? ……..……..……..……. ☐ Yes ☐ No

EDUCATION

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

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Note to Applicants: DO NOT ANSWER THIS QUESITION 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; with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.. ____Yes ____ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
PREEMPLOYMENT DRUG TESTING REQUIRED