



APPLICATION FOR EMPLOYMENT

CITY OF NORWALK
Human Resources Department
 12700 Norwalk Blvd.
 Norwalk, CA 90650
www.ci.norwalk.ca.us/humanresources.asp

Phone: (562) 929-5721
 Fax: (562) 929-5782
 Job Hotline: (562) 929-5771
 TDD: (562) 929-5787

For Personnel Use Only: Received by: _____ Reviewed by: _____ Status: _____ Data entered by: _____
 Other: _____

The City of Norwalk is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status.

Please Print or Type

Position Applied For:	Date:
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How did you learn about this job opening?

Norwalk City Hall City Employee Job Hotline Job Flyer at: _____
 School: _____ Advertisement in: _____ Other (specify): _____

Last Name	First Name	Middle Name	Social Security No. - -	
Address		City	State	Zip
Home Telephone	Business Telephone		Cell/Pager/Message Number	
Driver's License Number	State	Expiration Date		

If you are under 18 years of age, can you provide required proof of your eligibility to work?	Yes	No
Are you currently employed?	Yes	No
Are you a current City of Norwalk employee?	Yes	No
May we contact your present employer?	Yes	No
Can you, after employment, submit verification of your legal right to work in the USA?	Yes	No
Have you ever been fired or asked to resign?	Yes	No
If Yes, please explain: _____		

Have you been convicted of a felony within the last seven (7) years?	Yes	No
<small>(Conviction will not necessarily disqualify an applicant)</small>		
If Yes, please explain: _____		

Are you a relative of an elected or appointed official or of a City employee?	Yes	No
Are you available to work:	Full Time	Part Time
	Shift Work	Temporary

FOREIGN LANGUAGES Indicate any foreign languages you can speak, read and/or write.

Language	Speak		Read		Write		Language	Speak		Read		Write	
	Good	Fair	Good	Fair	Good	Fair		Good	Fair	Good	Fair	Good	Fair

EDUCATIONAL BACKGROUND

High School Attended: (Provide name and address)				Graduated: Yes No		GED: Yes No			
College or University/Name & Location				Dates Attended		Major	Units	Type of Degree	Date Degree Completed
				From	To				
Other Relevant Courses and Training			Name & Location of Institution			Length of Course		Date Completed	

EMPLOYMENT EXPERIENCE

List all jobs you have held in the last ten years beginning with your present or last job. Include earlier experience or volunteer work which may qualify you for the position. If you need additional space, please continue on a separate sheet.

Employer		Dates Employed		Work Performed:
		From	To	
Address				
City/State/Zip		Hours per Week		
Supervisor	Telephone Number	Hourly Rate/Salary		
		Starting	Final	
Your Job Title				
Reason for Leaving				

EMPLOYMENT EXPERIENCE (Continued)

Employer		Dates Employed		Work Performed
		From	To	
Address				
City/State/ Zip		Hours per Week		
Supervisor	Telephone Number	Hourly Rate/Salary		
		Starting	Final	
Your Job Title				
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
City/State/ Zip		Hours per Week		
Supervisor	Telephone Number	Hourly Rate/Salary		
		Starting	Final	
Your Job Title				
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
City/State/ Zip		Hours per Week		
Supervisor	Telephone Number	Hourly Rate/Salary		
		Starting	Final	
Your Job Title				
Reason for Leaving				

CITY OF NORWALK
Department of Human Resources

Voluntary Self-Identification and Recruitment Information Form

The City of Norwalk is required by federal law to maintain the following information on all applicants. The requested information is voluntary. It will not affect the consideration of your resume/application for employment. This form will be processed separately from your resume/application. We appreciate your cooperation.

Name: _____ Date: _____

Position Applying For: _____

Sex (please check): Female Male

Forty years of age or older (please check): Yes No

Ethnic Category (as defined by the U.S. Equal Employment Opportunity Commission)

- American Indian or Alaskan Native:** Includes all persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
 - Asian or Pacific Islander:** Includes all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian Subcontinent. This area includes China, Japan, Korea, Samoa, and the Philippine Islands.
 - Black:** Includes all non-Hispanic persons having origins in any of the Black racial groups of Africa.
 - Hispanic:** Includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
 - White:** Includes all non-Hispanic or non-Black persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
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How did you hear about this position?

- City Website ICMA Management Association
- Jobs Available American Society for Public Administration
- Western City Magazine Careerbuilders.com
- Nation's City Weekly Monstertrak.com
- University Posting Governmentjobs.com
- Other (please specify):