



ESTABLISHED 1850

City of Vacaville

Employment Application
650 Merchant Street, Vacaville CA 95688
(707) 449-5101 TTY (707) 449-5162
www.cityofvacaville.com

Entire application must be completed even if resume is attached.

PERSONAL INFORMATION

Full Name _____
Last
First
Initial

Address _____
Street
City
State
Zip

Home Phone _____ Business Phone _____

Cell Phone _____ E-mail Address _____

By which method would you prefer to be notified about application status, testing dates, and examination results? Email Paper

List other names you have used _____

After an employment offer, can you submit verification of your legal right to work in the United States? Yes No

Do you have a valid California Driver's license? Yes No Class _____ License # _____ Expiration Date _____

POSITION

Position Desired _____ When will you be available for employment? _____

What type of employment will you accept? Full Time Part Time Temporary Will you be available for shift work? Yes No

Are you related to any City of Vacaville employee? Yes No If yes, please provide name and relationship in comments section below.

If you have any questions or believe you may need accommodations during the testing process, please contact the Human Resources Department at (707) 449-5101. Requests for accommodations must be received within five (5) calendar days of the final filing date for the recruitment.

CONVICTIONS

Have you ever been convicted of any violation of the law (other than minor traffic violations) including infractions, misdemeanors or felonies in either civilian or military judicial systems? Yes No If yes, give date, place, violation and penalty for each conviction in comments section below.

Comments: _____

AGREEMENT -- PLEASE READ THE FOLLOWING STATEMENT.

I certify that all the statements made on this application are true to the best of my knowledge. I understand that any misrepresentation or deliberate omission of a material fact may be justification for disqualification or termination of employment. I agree to undergo any job related physical examination and drug screening upon conditional offer of employment. I fully understand that employment is contingent upon meeting the City's background checks and physical/screening requirements. I authorize the City of Vacaville to verify my qualification and character with the employers, schools, or persons named on this application, except as noted.

SIGNATURE _____ DATE _____

FOR HUMAN RESOURCE USE ONLY

Approved VPP Disapproved: educ. exp drive cert type sup incomplete late met MQ/screened out other

Screened By _____ Date _____ Screened By _____ Date _____ Remarks _____

Position Desired _____

EDUCATION

High School _____ City/State _____ Diploma Received? Yes No GED

College & Location _____ Major _____ Units Completed _____ Degree earned _____

College & Location _____ Major _____ Units Completed _____ Degree earned _____

Business, trade school, or apprenticeship _____

Professional license, registration, or certificate; include expiration date _____

Skills in computer, typing, or equipment _____

Are you bilingual? Language _____ speak read write

EXPERIENCE: List your last four jobs or all jobs performed in the last ten years, whichever is longer, beginning with most recent first. Positions with the same employer may be listed separately. You may attach additional sheets of this page if necessary. Related volunteer experience may be included. If any of your work experience is military service, you must attach your form DD-214. A resume may be attached but may not substitute for completing this application.

Employer Name _____ Address _____ City/State _____

Supervisor Name/Title _____ Telephone (_____) _____ May we contact? _____

Your Title _____ Dates Employed (mo/yr) _____ To _____ Hours/week _____ Salary \$ _____

Duties _____

Reason for leaving _____

Employer Name _____ Address _____ City/State _____

Supervisor Name/Title _____ Telephone (_____) _____ May we contact? _____

Your Title _____ Dates Employed (mo/yr) _____ To _____ Hours/week _____ Salary \$ _____

Duties _____

Reason for leaving _____

Employer Name _____ Address _____ City/State _____

Supervisor Name/Title _____ Telephone (_____) _____ May we contact? _____

Your Title _____ Dates Employed (mo/yr) _____ To _____ Hours/week _____ Salary \$ _____

Duties _____

Reason for leaving _____

Employer Name _____ Address _____ City/State _____

Supervisor Name/Title _____ Telephone (_____) _____ May we contact? _____

Your Title _____ Dates Employed (mo/yr) _____ To _____ Hours/week _____ Salary \$ _____

Duties _____

Reason for leaving _____

CITY OF VACAVILLE
RECRUITMENT STATISTICAL INFORMATION

Name _____ Position Desired _____

Date of Birth _____

The City of Vacaville is an equal employment opportunity employer. We request that all applicants complete the following information. Information provided is collected for statistical reporting and analysis purposes only as required by law. Providing this information is voluntary. This form will be detached from your application and the information kept confidential.

ETHNICITY: (Check **ONLY** one. If you feel that more may be appropriate - select the **ONE** for which you feel the closest association):

- ASIAN OR PACIFIC ISLANDER:** 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, Vietnam, and Samoa.
- BLACK** (Not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- AMERICAN INDIAN or ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- WHITE** (Not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

GENDER (Check one): **Male** **Female**

DISABLED (Check one): **Yes** **No**

HOW DID YOU LEARN ABOUT THIS JOB OPPORTUNITY

We would appreciate information on how you first heard about this job in order to help us determine what is the most effective recruitment source.

<input type="checkbox"/> Newspaper – name _____	<input type="checkbox"/> Bulletin Board - location _____
<input type="checkbox"/> Job Journal – name _____	<input type="checkbox"/> Jobs Available Publication
<input type="checkbox"/> Website – name _____	<input type="checkbox"/> Friend, Colleague, or Acquaintance
<input type="checkbox"/> Professional Association – name _____	<input type="checkbox"/> Walk in to Human Resources Office
<input type="checkbox"/> Media (radio/tv) - name _____	<input type="checkbox"/> Job Hotline
<input type="checkbox"/> Job Fair/Recruiter - event _____	<input type="checkbox"/> Other _____



IMPORTANT INSTRUCTIONS

ALL CANDIDATES APPLYING FOR POSITIONS WITH THE CITY OF VACAVILLE MUST COMPLY WITH FOLLOWING INSTRUCTIONS:

1. Carefully read the entire job announcement. It has important information regarding the application requirement, examination process and dates.
2. Complete the job application in its entirety. Check to see if a supplemental questionnaire is required. If you are forwarding a resume, it will be considered as supplemental, unless otherwise stated on the job announcement. Do not state on application "Refer To Resume." Resumes are not accepted in lieu of an application.
3. Carefully review job announcement and note degrees, diplomas, certifications specifically required. **All stated education will require official verification prior to starting employment with the City of Vacaville.** We advise you to review your education prior to completing the application and list only those classes, degrees, certificates, etc., that are pertinent to the job and which you are prepared to get official verification of prior to starting employment with the City. Failure to do so will result in disqualification.
4. The City of Vacaville has a Policy of Preference for Veterans (VPP) in the City's hiring process. If you are a Veteran, please be sure to complete the Veterans Preference Request Form and attach the necessary documentation. **NOTE: This only applies to the full-time positions.**
5. The City of Vacaville is an Equal Opportunity Employer. In accordance with the Federal Americans with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA), if accommodations are necessary in order to perform the essential functions of the position, or to participate in any portion of the selection process, please contact the Department of Human Resources at (707) 449-5101 within five (5) calendar days of the final filing date. The TTY number is 449-5162.
6. Completed applications should be submitted to either:

**Department of
Human Resources
City of Vacaville
650 Merchant St.
Vacaville, CA 95688**

or

**For Part-Time Positions
in Community Services Dept.
Submit Application to:
40 Eldridge Ave. Suite 14
Vacaville, CA 95688**

It is the applicant's responsibility to assure that the completed application is received prior to the deadline.



CITY OF VACAVILLE

POLICY OF PREFERENCE FOR VETERANS IN THE CITY'S HIRING PRACTICES

Purpose:

To aid veterans in making a transition into civilian employment with the City of Vacaville.

To add Veterans Preference Points (VPP) to the existing employee selection process; assisting qualified candidates who are veterans to receive further consideration for positions with the City of Vacaville

Definitions:

Veteran. For purposes of this policy, the term "veteran" shall mean any person who has served at least 181 consecutive days active duty in the armed forces, and who has received an honorable discharge. Active duty training and inactive duty training shall not be considered active duty for purposes of this policy.

Disabled Veteran. For the purpose of this policy, the term "disabled veteran" means any veteran, regardless of length of service, who is currently declared by the United States Department of Veterans Affairs to be 10 percent or more disabled as a result of his/her service; or is receiving disability compensation, disability retirement benefits or a disability pension from the military. Individuals who received a Purple Heart qualify as disabled veterans.

100% Disabled Veteran. For the purpose of this policy the term "100% disabled veteran" means any veteran, regardless of length of military service, who has been declared by the United States Veterans Administration to be 100 percent disabled as a result of his/her service; or is receiving disability compensation, disability retirement benefits, or a disability pension from the military.

Open Recruitment Process. For the purpose of this policy, the term "open recruitment process" means any competitive examination for a job in the City's full-time Classified Service, in which applications are invited from all qualified person, regardless of whether or not they are employed by the City of Vacaville. (Does not apply to appointed or non full-time positions.)

Guidelines for Award of Preference and Determination of Eligibility

Five (5) points are added to the final passing score of:

- Veteran – as defined above
- Surviving spouse of a veteran who dies while on active duty, regardless of length of service, if that death is determined to be "In the Line of Duty"
- Spouse of 100% Disabled Veteran – as defined above

Ten (10) points added to the final passing score of:

- Disabled Veteran – as defined above

VPP are available for any candidate of an Open Recruitment Process (except that VPP shall not be granted to internal employee candidates unless one or more external candidates qualify for VPP). It is not available for candidates of Promotional Only recruitment processes.

VPP may result in the addition of qualified candidates who are veterans to the list of names certified to a department for further consideration for employment. VPP will not at any time result in the displacement of qualified candidates who are not veterans from the list of names certified to a department for further consideration for employment.

Veterans Form DD214 and/or other official documentation verifying veteran, disability, and/or widow/widower status will be required to determine eligibility for VPP. Any misrepresentation related to VPP may be justification for disqualification from further consideration, or for termination from employment.

CITY OF VACAVILLE VETERANS PREFERENCE APPLICANT REQUEST FORM

The City of Vacaville has a policy of preference for veterans in the City’s hiring practices for full-time classified service positions. Veteran’s Preference Points (VPP) are applied to the final score of any candidate who qualifies for veteran’s preference in this examination process.

Are you requesting veteran’s preference, if you qualify? Yes No

Indicate the level of veteran’s preference you are requesting by checking one category below.

- Veteran – see definition on reverse side
- Surviving spouse of a veteran who died while on active duty, regardless of length of service, if that death is determined to be “In the Line of Duty”
- Spouse of 100% Disabled Veteran – see definition on reverse side
- Disabled Veteran – see definition on reverse side
- Purple Heart Recipient

I am requesting veterans preference & certify that I meet all the criteria listed above. I have attached necessary documents verifying my veteran status. I understand that any misrepresentation or deliberate omission of a material fact may be justification for disqualification or termination of employment.

NAME (Print)

SIGNATURE

DATE

Proof of Veteran Status:

A legible copy of DD214 or equivalent must be submitted to the City of Vacaville Human Resources office within seven (7) calendar days of the final filing date. Please note that we cannot reference previous submittals. **Do not submit original, as it will not be returned to you.**

If you need more information or have questions about the City of Vacaville’s Veterans Preference Policy please see the City’s policy on reverse side, or call the Human Resources Office at (707) 449-5101.

For Human Resource Use Only

VPP Approved: 5 pts. 10 pts.

Screened by:

Date: