



# CITY OF BEAUMONT

Human Resources • 550 E. 6<sup>th</sup> Street • Beaumont, CA 92223  
Phone: (951) 769-8520 • Website: [www.BeaumontCares.com](http://www.BeaumontCares.com)

## EMPLOYMENT APPLICATION INSTRUCTIONS

*Please read and sign the following instructions before completing the employment application.*

- Review the minimum qualifications and the application instructions on the job announcement to ensure you submit all required documents with your application.
- If a supplemental application is required, all questions must be answered to be considered.
- Resumes will not substitute for a completed application form.
- Print in ink or type your responses in the spaces provided on the application form.
- An application is required for each position for which you are applying.
- Your application and supporting materials will not be returned to you.
- Incomplete applications will not be considered.
- Applications are only accepted for positions that are in the open recruitment process.
- Application forms must have an original signature and date to be considered.
- Applications may be submitted in person or mailed to the City of Beaumont's Human Resources Department. Faxed and/or emailed applications will not be accepted.
- Applications and required supporting materials must be received by the Human Resources Department by final filing date and time listed on the job announcement.
- Late applications will not be accepted, regardless of postmarks. The City of Beaumont is not liable for materials lost or delayed in the U.S. mail.

***I have read and understand the employment application instructions listed above.***

|       |  |            |  |       |  |
|-------|--|------------|--|-------|--|
| Name: |  | Signature: |  | Date: |  |
|-------|--|------------|--|-------|--|



# EMPLOYMENT APPLICATION

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Completion of an application is part of the selection process for all jobs with the City of Beaumont. Applications are only accepted for positions that are in the open recruitment process. A separate and complete application must be filled out for each position for which you are applying. All requested information must be furnished on the application itself. Resumes or attachments may be included, but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. Failure to do so may disqualify you from being considered for the position. You must meet all eligibility requirements, including required certificates, degrees, and licenses, at the time of application. Faxed and/or emailed applications will not be accepted. Any exceptions to these requirements are stated on the job posting.

***Applications received after the final filing date will not be accepted.***

| APPLICANT INFORMATION  |  |  |        |   |      |
|--|--|--|--------|---|------|
| Position Applying for:   |  |  |        | Date:   |      |
| Last Name:   |  | First Name:  |        | Middle Name:  |      |
| Street Address:  |  |  |        | Apartment/Unit #:   |      |
| City:  |  |  | State: |   | Zip: |
| Primary Phone:   |  | Alternate Phone:   |        | E-mail:   |      |
| 1. I prefer Human Resources to notify me by: <i>(select one)</i>   |  | E-mail <input type="checkbox"/><br>Mail <input type="checkbox"/> |        | 5. Are you 18 years of age or older?<br><i>(If under 18, hire is subject to verification of minimum legal age.)</i> |      |
| 2. Have you ever applied to or worked for the City of Beaumont?<br><i>If yes, please list the title and dates below.</i>                   |  | Yes <input type="checkbox"/><br>No <input type="checkbox"/>      |        | 6. If hired, would you have a reliable means of transportation to and from work?                                    |      |
| 3. Do you have any relatives employed by the City of Beaumont?<br><i>If yes, please list the name, relationship, and department below.</i> |  | Yes <input type="checkbox"/><br>No <input type="checkbox"/>      |        | 7. If hired, can you submit verification of your legal right to work in the United States?                          |      |
| 4. Do you need reasonable accommodation during the application or selection process?   |  | Yes <input type="checkbox"/><br>No <input type="checkbox"/>      |        | 8. Have you ever been a member of CalPERS?<br><i>If yes, please list the name of the agency and dates below.</i>    |      |
| Please use this space to explain any of the questions above (attach additional sheets if needed):  |  |  |        |   |      |
|  |  |  |        |   |      |
|  |  |  |        |   |      |
|  |  |  |        |   |      |
|  |  |  |        |   |      |

| EDUCATION, TRAINING, & LICENSES    |   |   |   |  |
|------------------------------------|---|---|---|--|
| Did you graduate from High School? | Yes <input type="checkbox"/><br>No <input type="checkbox"/> | If not, do you possess a GED or equivalent? | Yes <input type="checkbox"/><br>No <input type="checkbox"/> | If not, enter the highest grade completed:                                       |
| College or University              | Major / Minor   | Type of Degree                              | Units Completed   | Did you graduate?<br>Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
|                                    |   |   |   | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                      |
|                                    |   |   |   | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                      |
|                                    |   |   |   | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                      |
|                                    |   |   |   | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                      |

Please list any relevant job related licenses, registrations, and/or certificates (include issue and expiration dates):

**PREVIOUS EMPLOYMENT**

Please account for all employment within the last ten (10) years, including periods of unemployment, beginning with your current and most recent employer. Attach an additional sheet if extra space is needed. The City reserves the right to review application materials and only invite the most qualified applicants to participate in the selection process. Incomplete applications will be rejected, including applications that list "see resume".

|                     |                       |             |  |   |           |
|---------------------|-----------------------|-------------|--|---|-----------|
| Employer:           |                       | Job Title:  |  | <input type="checkbox"/> Unemployed   |           |
| Address:            | Describe your Duties: |             |  |   |           |
| Phone:              |                       |             |  |   |           |
| Start Date:         |                       |             |  |   | End Date: |
| Pay Rate:           |                       |             |  |   | \$        |
| Reason for leaving: |                       | Supervisor: |  | May we contact this employer: Yes <input type="checkbox"/><br>No <input type="checkbox"/> |           |

|                     |                       |             |  |   |           |
|---------------------|-----------------------|-------------|--|---|-----------|
| Employer:           |                       | Job Title:  |  | <input type="checkbox"/> Unemployed   |           |
| Address:            | Describe your Duties: |             |  |   |           |
| Phone:              |                       |             |  |   |           |
| Start Date:         |                       |             |  |   | End Date: |
| Pay Rate:           |                       |             |  |   | \$        |
| Reason for leaving: |                       | Supervisor: |  | May we contact this employer: Yes <input type="checkbox"/><br>No <input type="checkbox"/> |           |

|                     |                       |             |  |   |           |
|---------------------|-----------------------|-------------|--|---|-----------|
| Employer:           |                       | Job Title:  |  | <input type="checkbox"/> Unemployed   |           |
| Address:            | Describe your Duties: |             |  |   |           |
| Phone:              |                       |             |  |   |           |
| Start Date:         |                       |             |  |   | End Date: |
| Pay Rate:           |                       |             |  |   | \$        |
| Reason for leaving: |                       | Supervisor: |  | May we contact this employer: Yes <input type="checkbox"/><br>No <input type="checkbox"/> |           |

|                     |    |  |                  |                       |  |  |                                     |             |
|---------------------|----|--|------------------|-----------------------|--|--|-------------------------------------|-------------|
| Employer:           |    |  |                  | Job Title:            |  |  | <input type="checkbox"/> Unemployed |             |
| Address:            |    |  |                  | Describe your Duties: |  |  |                                     |             |
| Phone:              |    |  |                  |                       |  |  |                                     |             |
| Start Date:         |    | End Date:  |                  |                       |  |  |                                     |             |
| Pay Rate:           | \$ | <input type="checkbox"/> Hour<br><input type="checkbox"/> Week | Weekly<br>Hours: |                       |  |  |                                     |             |
| Reason for leaving: |    |  |                  |                       |  |  |                                     | Supervisor: |

### REFERENCES

Please list three (3) professional references, not related to you, who have knowledge of your work performance within the last three (3) years.

|          |  |  |  |             |  |  |                      |  |
|----------|--|--|--|-------------|--|--|----------------------|--|
| Name:    |  |  |  | Occupation: |  |  | Years<br>Acquainted: |  |
| Address: |  |  |  |             |  |  |                      |  |
| Phone:   |  |  |  | Email:      |  |  |                      |  |
| Name:    |  |  |  | Occupation: |  |  | Years<br>Acquainted: |  |
| Address: |  |  |  |             |  |  |                      |  |
| Phone:   |  |  |  | Email:      |  |  |                      |  |
| Name:    |  |  |  | Occupation: |  |  | Years<br>Acquainted: |  |
| Address: |  |  |  |             |  |  |                      |  |
| Phone:   |  |  |  | Email:      |  |  |                      |  |

### CERTIFICATION AND SIGNATURE

Please read and initial each of the following statements and then sign and date the application.

|                              |  |
|------------------------------|--|
| <p>_____</p> <p>Initials</p> | <p>I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this supplication or for immediate discharge if I am employed, regardless of the time elapsed before discovery.</p>  |
| <p>_____</p> <p>Initials</p> | <p>I hereby authorize the City of Beaumont to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the City of Beaumont any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release to the City of Beaumont, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.</p> |

|                   |   |       |  |
|-------------------|---|-------|--|
| _____<br>Initials | <p>I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between myself and the City of Beaumont. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the City of Beaumont, and that no promises or representations contrary to the foregoing are binding on the City of Beaumont unless made in writing and signed by me and the City of Beaumont's designated representative.</p> |       |  |
| _____<br>Initials | <p>I understand that the selection procedures for positions with the City of Beaumont may include screening of applications, written exams, and interviews. I further understand that as a condition of employment, the City of Beaumont requires applicants to pass a comprehensive background investigation, which may include fingerprinting through the Department of Justice and Federal Bureau of Investigation, a medical examination, pre-employment drug screening, psychological assessment, and a polygraph test. I further understand that an offer of employment may be withdrawn based upon the results of the background investigation.</p>                                    |       |  |
| Signature:        |   | Date: |  |

**The City of Beaumont is an Equal Opportunity Employer.**

It is the City of Beaumont's policy to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, or denial of medical and family care leave, or any other non job-related factor.

The City of Beaumont is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Human Resources Department.