

# CITY OF NORCO

## APPLICATION FOR EMPLOYMENT

The City of Norco is an Equal Opportunity Employer



HUMAN RESOURCES  
2870 CLARK AVENUE  
NORCO, CA 92860  
(951) 270-5655

### PLEASE PRINT OR TYPE

Position Applying For: \_\_\_\_\_ Home Phone \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Msg. Phone \_\_\_\_\_  
Street Apt. Work Phone \_\_\_\_\_

City State Zip

May we contact you at work?  Yes  No

When is the best time to call?  
Work? \_\_\_\_\_ Home? \_\_\_\_\_

Do you have a valid California driver's license? Yes  No

Is your age under 18? Yes  No

Driver's License Number: \_\_\_\_\_

Email: \_\_\_\_\_

Are you now a City of Norco employee? Yes  No  Have you ever been a City of Norco employee? Yes  No

Regular  Temporary When/What Dept? \_\_\_\_\_

Are you a Past/Current CalPERS Member? Yes  No  Are you a CalPERS Retiree? Yes  No  Retirement Date: \_\_\_\_\_  
MM/DD/YYYY

Names of any City employees you are related to or with whom you live: \_\_\_\_\_ Relationship: \_\_\_\_\_

List any other last names in which your education or employment records are filed: \_\_\_\_\_

Are you available to work: Nights?  Yes  No Weekends?  Yes  No If no, please explain: \_\_\_\_\_

Are there any times during the day or evening you are not available to work? If yes, specify: \_\_\_\_\_

### EDUCATION

Select Last Grade Completed  Select Years of College Completed

Do you have a high school diploma or equivalency? Yes  No  School Name: \_\_\_\_\_

Location: \_\_\_\_\_

List all schools attended beyond high school and their location	Credits completed	Degree	Course of Study
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List any vocational training, licenses, certificates, or other qualifications that bear on your suitability for this position:

## EMPLOYMENT HISTORY

This section **must** be completed even if a resume is attached. List your work experience, including military and/or volunteer, most recent first. If you do not have prior work or volunteer experience, please provide three personal references. Include name, relationship/how you know them, and contact information. **If additional space is required, please submit information on separate sheet.**

Employer:	Immediate Supervisor and Title:	May we contact for reference?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:		Phone <input type="text"/>
<input type="text"/>		
Job Title	From: Mo. <input type="text"/> Yr. <input type="text"/>	Full-time: <input type="checkbox"/> Part-time <input type="checkbox"/>
<input type="text"/>	To: Mo. <input type="text"/> Yr. <input type="text"/>	If part-time, # of hrs/week: <input type="text"/>
Description of job duties:		
<input type="text"/>		
Reason for leaving		
<input type="text"/>		

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<input type="text"/>		
Reason for leaving		
<input type="text"/>		

## EMPLOYMENT HISTORY - Continued

Employer:	Immediate Supervisor and Title:	May we contact for reference?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:		Phone <input type="text"/>
<input type="text"/>		
Job Title	From: Mo. <input type="text"/> Yr. <input type="text"/>	Full-time: <input type="checkbox"/> Part-time <input type="checkbox"/>
<input type="text"/>	To: Mo. <input type="text"/> Yr. <input type="text"/>	If part-time, # of hrs/week: <input type="text"/>
Description of job duties:		
<input type="text"/>		
Reason for leaving		
<input type="text"/>		

### Applicant Statement - must be signed

PLEASE CHECK whether there is any issue(s)/incident(s) which occurred during your current or former employment that you think may impact the City of Norco's decision to hire you.

- Yes. There is an issue(s)/incident(s) that may impact the City of Norco's hiring decision.
- No. There is no issue(s)/incident(s) that may impact the City of Norco's hiring decision.

**PLEASE TAKE NOTICE** that if you do not disclose an issue/incident, and the City of Norco later discovers you did not disclose such issue, then the City of Norco **MAY REJECT YOUR APPLICATION** if the employer believes that the issue/incident should have been disclosed.

Please explain any issue below:

I certify under penalty of perjury that the information I entered on this application is true and complete to the best of my knowledge.

I understand that the City of Norco may reject my application if it discovers an issue(s)/incident(s) which occurred during my current or former employment, and I did not disclose such on this job application. I also understand that any false, incomplete, or incorrect statements may result in my disqualification from the application process or dismissal from employment with the City of Norco.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please note that an application and/or resume cannot be returned. The City cannot make copies. Please make necessary copies before submitting. A separate application is required for each position for which you wish to be considered.

## INFORMATION FOR APPLICANTS

To be considered for a position with the City of Norco you **must** complete a City of Norco application form and send or bring it to the City Human Resources Department before the application deadline. To obtain a City of Norco application come to Norco City Hall and pickup a form at the Reception Desk or download from our website at [www.ci.norco.ca.us](http://www.ci.norco.ca.us)

**ACCOMMODATION:** If you have a need for an accommodation during the application procedure or need special testing arrangements, please contact us at: 951-270-5655

**APPLICATIONS:** Applications must be **fully** complete, please **do not** write "see attached" in the employment history section. All information on the application is subject to verification. Resumes may be attached but **will not** be accepted in lieu of a City application form. The City of Norco reserves the right to screen all applications and only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position being applied for will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

**ELIGIBILITY LIST:** If not selected for a position, an applicant's name may be retained on an eligibility list for future consideration, should another position in that classification arise. Eligibility lists expire after a six- (6) month period.

**EVIDENCE OF EMPLOYMENT ELIGIBILITY AND IDENTITY:** In compliance with the Immigration Reform and Control Act of 1986, the City of Norco requires all new employees to present original documents that will provide evidence of identity and employment eligibility within three (3) days of employment. Failure to present documentation may lead to termination.

**FINGERPRINTING:** All new hires will be fingerprinted as part of the employment process and a criminal history background will be conducted with the Department of Justice.

**JOB FLYERS:** The provisions of job flyers do not constitute an express or implied contract, and any provisions contained in job flyers may be modified or revoked without notice.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION:** A medical examination, which includes testing for substance use, is a required condition of employment for all positions. Failure to pass the medical examination may be cause for rejection.

Please submit completed application to:

**CITY OF NORCO  
HUMAN RESOURCES  
2870 CLARK AVENUE  
NORCO, CA 92860**

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF NORCO

# City of Norco

## DATA RECORDING INFORMATION

To help the City comply with government record-keeping and reporting, and to evaluate the City's recruitment efforts, please complete the following DATA RECORDING INFORMATION. This data will be kept in a confidential file separate from your Application for Employment. **YOUR COOPERATION IS VOLUNTARY.**

Date:	_____	
Last Name:	_____	First Name: _____
Position Applying for:	_____	
How did you hear about this Position	_____	

**RACE/ETHNICITY;** (If two or more racial/ethnic categories are applicable, please choose the Two or More category:)

**Please check applicable boxes:**

- WHITE** (not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- BLACK or AFRICAN-AMERICAN** - All persons having origins in any of the Black racial groups of Africa.
- HISPANIC or LATINO** - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- ASIAN** - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. Including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand and Vietnam
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** - All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.
- AMERICAN INDIAN or ALASKAN NATIVE** - All persons having origins in any of the original peoples of North American and who maintain cultural identification through tribal affiliation or community recognition.
- TWO or MORE RACES** - All persons who identify with more than one of the above five races
  
- Female       Male
- Veteran       Disabled Veteran       Vietnam Era Veteran
- Disabled: Upon your request, reasonable accommodations will be made during the selection process and at the work site.

### PRIVACY NOTIFICATION STATEMENT

The State of California Information Practices Act of 1977 requires us to provide the following information to individuals who are asked to supply personal information about themselves: (1) the principal purpose for requesting and collecting the personal information on this form is to comply with applicable State and Federal laws; (2) providing the personal information is mandatory, unless otherwise noted; (3) the personal information will be kept confidential and used only in accordance with applicable laws; (4) the personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law; (5) individuals have the right to review their own records in accordance with the City of Norco human resources policies; (6) the City of Norco office responsible for maintaining the information is: Human Resources, 2870 Clark Avenue, Norco, CA 92860.

### NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY STATEMENT

The City of Norco prohibits discrimination against or harassment of any person employed by or seeking employment with the City of Norco on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran, recently separated veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). The City of Norco is an affirmative action/equal opportunity employer. The City of Norco undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and covered veterans.