



POSITION

Position Applied for: _____ How did you learn about the position? _____

PERSONAL

Full name: _____
 Last First Middle

Address: _____
 Street City & State Zip

Home Phone: _____ Business Phone: _____

Email Address _____ Age (if under 18) _____

Do you have any relatives working for the Town of Tiburon? _____ If yes, give name & relation: _____

EDUCATION

Circle highest grade completed	9	10	11	12	School name: _____	College	1	2	3	4	Graduate Work	1	2	+
College, University, Trade School					Major or Course of Study	Units Completed Semester/Quarter					Degrees Completed			

BACKGROUND

Can you submit proof of eligibility to work in the United States after an offer of employment has been made? Yes No

Do you possess a California Drivers Licence Yes No Drivers Licence # _____ Expiration Date _____

List any moving violations in the last 5 years _____

Do you have any physical or mental condition which would limit your ability to perform the essential functions of the job for which you are applying or inhibit you from testing for this position? Yes No

If yes, what modifications do you feel necessary? _____

QUALIFICATIONS

List skill / qualifications relevant to the position for which you are applying:

Computer software proficiency: _____ Net WPM: _____

List licenses, certificates and / or registrations which are related to the position for which you are applying.

Title	Date Issued	Expiration Date

List job-related organizations, clubs, professional societies or other associations to which you belong. You may omit those which indicate your race, religious creed, national origin, sex or age.

EMPLOYMENT HISTORY

Starting with your present employer, please account for your work experience. Attach additional sheets if more space is needed. Please attach supplemental information you think might be useful. However, be sure to fill out the application fully. RESUMES MAY BE ATTACHED BUT WILL NOT BE ACCEPATABLE AS A SUBSTITUTE FOR COMPLETING THIS SECTION.

DATES EMPLOYED				Employer's name and address:
Month	Year	Month	Year	
From: /		To: /		
Total months:	Hours per week:			
Salary beginning	Salary ending			
Your job title or occupation: _____ Number of persons you supervised: _____ Your supervisor's name and title: _____				_____
				Phone: _____

Your duties and responsibilities: _____

Reason for leaving: _____ May we contact? Yes No

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Reason for leaving: _____ May we contact? Yes No

REFERENCES

List 3 persons who are willing to provide professional and / or character references for applicant.

Name	Address	Occupation	Phone

CERTIFICATION OF APPLICANT. (Read carefully before signing)

I hereby certify that all statements made in this application are true and I authorize investigation and verification of all matters contained in this application. I understand that any misstatement or omission of material fact will cause forfeiture on my part of all rights of employment with the Town of Tiburon. I further agree to be fingerprinted, to submit to a pre-employment examination, and to furnish such proof of age and eligibility to work in the USA and a DMV record as may be required.

Signature: _____

Date _____