



**EXPERIENCE:**

Provide employment history starting with your current or most recent job. Attach a sheet of paper if additional space is needed. Only jobs listed will be considered in determining your eligibility. **THIS SECTION MUST BE FULLY COMPLETED.**

From _____ To _____ Mo/Day/Yr Mo/Day/Yr	Title of Your Current Position		
Company Name		Phone _____	
Address	City	State	OK to contact? Y N
Supervisor's Name & Title	Monthly Salary	Hrs/week:	
Description of Duties			
Reason for Leaving			

From _____ To _____ Mo/Day/Yr Mo/Day/Yr	Job Title		
Company Name		Phone _____	
Address	City	State	OK to contact? Y N
Supervisor's Name & Title	Monthly Salary	Hrs/week:	
Description of Duties			
Reason for Leaving			

From _____ To _____ Mo/Day/Yr Mo/Day/Yr	Job Title		
Company Name		Phone _____	
Address	City	State	OK to contact? Y N
Supervisor's Name & Title	Monthly Salary	Hrs/week:	
Description of Duties			
Reason for Leaving			

### EXPERIENCE (continued)

Provide employment history starting with your current or most recent job. Attach a sheet of paper if additional space is needed. Only jobs listed will be considered in determining your eligibility. **THIS SECTION MUST BE FULLY COMPLETED.**

From _____ Mo/Day/Yr	To _____ Mo/Day/Yr	Job Title		
Company Name				Phone _____
Address		City	State	OK to contact? Y N
Supervisor's Name & Title		Monthly Salary	Hrs/week:	
Description of Duties				
Reason for Leaving				

### EDUCATION, CERTIFICATION, AND SKILLS

<b>Check the highest grade/year completed:</b>	7	8	9	10	11	12	13	14	15	16	17+		
	Did you receive a high school diploma?							Y	N	GED?		Y	N
<b>High School</b>	Name of School					City			State				

List your college, business, trade, correspondence, or other courses below. Start with the highest level.

Name of School	City	State	Major	# of Years	Semesters	Quarters	CEU	Degree or certificate

List any special skills, required licenses, or professional registration (list type of License/Registration, State, Number, and Expiration Date). Summarize other special job related skills and qualifications acquired from employment or other experience that might enhance your selection for this position (for example, bi-lingual, computer skills, etc.).

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### CERTIFICATE OF APPLICANT

I certify that all statements made in this application, including any attachments, are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal if hired. All employees will be required to submit documentation, including, but not restricted to, passport, birth certificate, Social Security card, resident alien card, and/or driver's license, verifying citizenship and eligibility to work in the United States. When applicable, employees will also be required to submit copies of educational diploma/certificate and/or military discharges. I release the City of Moreno Valley from any liability for the use of aforesaid information.

\_\_\_\_\_

Name (please print)
Signature
Date



# City of Moreno Valley

## Equal Employment Opportunity Survey

To better help satisfy merit system principles and to comply with Equal Employment Opportunity, the City would appreciate responses to the following questions. **Your answers to these questions are used for informational purposes only and will not remain attached to your application.** However, we do encourage you to complete this survey.

**Position applied for:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sex:** Female Male

**Age Group:** Under 18 Under 40 40 or over

**Education:** Less than H.S. Graduate High School Graduate or GED Some College (undergraduate)  
AA Degree Baccalaureate Degree Graduate work  
Graduate Degree

**Race/Ethnic Category (Check one):**

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent.

Black (not of Hispanic origin): All persons having origins in any of the black racial groups.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaska Native: All persons having origins in any of the original peoples of North America.

**Physically**

**Handicapped:** No Yes If yes, what type? \_\_\_\_\_

**How Did You Find Out About this Job Opportunity?**

City Employee Job Announcement Newspaper  
Which one? \_\_\_\_\_  
Job Service City Web Site MVTV-3  
Job Hotline Internet Site Other: \_\_\_\_\_

**Veterans Preference**

The City of Moreno Valley has included within its personnel system credit for honorably discharged veterans and additional credit for disabled veterans. Veteran's points are awarded only when a recruitment process includes written testing. You may submit a copy of DD214 at the time of testing.

Veteran Disabled Veteran