



21. **Resumes may be added but cannot be substituted for this section.** List the present or most recent job first and work back including paid or unpaid, full or part-time, military, and summer jobs. Use a separate block for each job held even though with the same organization. Use additional sheets if necessary to more fully describe duties and/or additional jobs held. If hours worked per week varied, give an average.

DATE, SALARY, HOURS	EXACT JOB TITLE	DUTIES PERFORMED	COMPANY NAME AND ADDRESS
From: _____ To: _____ Mo/Yr _____ Mo/Yr _____ (A.) Total length of time employed: Yrs ___ Mos. ___ \$ _____ Per _____	Title: _____ Supervisor's Name: _____ Duties: _____		
Hours per week _____	Reason for leaving or desiring change: _____		Telephone _____
From: _____ To: _____ Mo/Yr _____ Mo/Yr _____ (B.) Total length of time employed: Yrs ___ Mos. ___ \$ _____ Per _____	Title: _____ Supervisor's Name: _____ Duties: _____		
Hours Per Week _____	Reason for Leaving: _____		Telephone _____
From: _____ To: _____ Mo/Yr _____ Mo/Yr _____ (C.) Total length of time employed: Yrs ___ Mos. ___ \$ _____ Per _____	Title: _____ Supervisor's Name: _____ Duties: _____		
Hours Per Week _____	Reason for Leaving: _____		Telephone _____
From: _____ To: _____ Mo/Yr _____ Mo/Yr _____ (D.) Total length of time employed: Yrs ___ Mos. ___ \$ _____ Per _____	Title: _____ Supervisor's Name: _____ Duties: _____		
Hours Per Week _____	Reason for Leaving: _____		Telephone _____

22. Explain any gaps in your employment history. \_\_\_\_\_

23. List any courses, special skills, training, machines, or equipment that you can operate that relate to the requirements of the position. List any licenses or certificates required of this position (include number or date). You may list job-related organizations clubs, professional societies, or other associations to which you belong (you may omit those which indicate your race, creed, color, national origin, ancestry, sex, age, sexual orientation, or disability).

The City of Buellton is hereby authorized to make any job related inquiry of my personal, educational, training, or experience background as detailed in the application and to contact all prior employers and references, with the exception of my present employer unless so authorized in section 18. Further, I hereby authorize all prior employers and references to respond to the City's job-related inquiries. I do hereby agree to release, save, defend, and hold harmless my current and former employers and their officers, employees, and agents from any claims arising from the release of employment information. I understand that an employment offer may be contingent upon my ability to successfully pass a job-related pre-employment physical examination by a City-authorized physician and a job-related background investigation. I understand it is a condition of employment to agree to take the Oath of Allegiance in accordance with state law. I consent to be photographed and fingerprinted for city identification cards. In addition, I understand that I may be fingerprinted in order to obtain summary criminal history information which would be used to determine my eligibility for employment; and I do hereby consent to this requirement if requested. I accept responsibility for providing the Human Resources Department with any change of address, telephone number, and employment status, and understand a loss of opportunity for employment may result if this is neglected. Further, I certify that all statements made on this application are true, complete and accurate to the best of my knowledge. I understand that any false statements or omission is cause for immediate disqualification or dismissal, and I release the City from any liability in any respect if my employment is terminated because of falsified statements, answers or omissions I make in this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_