



City of Manteca

An Equal Opportunity Employer

Parks and Recreation Department, 252 Magnolia Avenue, Manteca CA 95337
Phone: (209) 456-8600 / Fax: (209) 923-8954 / Website: www.mantecagov.com/parks



Part-time Employment Application

USE TYPEWRITER OR PRINT IN BLUE OR BLACK INK: It is important that you answer all questions and thoroughly complete both sides of this application. Only City application forms will be used in screening. You may attach a resume if you wish, but referring to a resume and not completing information requested on the application may disqualify you from further consideration. All statements are subject to verification, and any information that is not correct or is omitted may result in loss of employment rights or a job.

Position Applying For:
Name (Last, First, MI):
Address (include city, state, zip):
Home Phone: () Work Phone: () Cell Phone: ()
Email Address:
Driver's License No: _____ Issuing State: _____
Type: Class C <input type="checkbox"/> Class B <input type="checkbox"/> Class A <input type="checkbox"/> Expiration Date: _____

If your answer to any of the following questions is "yes," please explain on the lines below. A "yes" answer will not necessarily disqualify an applicant from employment. Each case will be examined and considered on the circumstances, date, and on the basis of job relevance.

	YES	NO	Explain—Include dates and facts
Has your driver's license ever been suspended or revoked as a result of a conviction(s) of a driving violation(s)? A DMV check may be required. Give date, location, nature, and disposition of each offense.			
Were you ever discharged, rejected during probation, or have you resigned under pressure or unfavorable circumstances from any employment?			
Do you have any physical condition or handicap which may limit your ability to perform the essential and marginal job functions of the position you are applying for?			
Have you served in the National Guard or state military? If so, please list relevant job skills you acquired.			
Have you had supervisory experience? If so, please list how many years.			
Can you after employment, submit a birth certificate or other proof of U.S. Citizenship, or proof of permanent resident alien status?			
Do you have any relatives employed at the City of Manteca? If so, please list the name, relationship, and department where the relative is employed.			

Remarks/ Comments: _____

CERTIFICATION OF APPLICANT/DISCLOSURE AUTHORIZATION & RELEASE: I certify that all statements on this application are true and complete to the best of my knowledge. I understand that any misstatements or any omissions subject me to disqualification from this examination or dismissal from any future employment with the City of Manteca. "I hereby authorize any former employer, its employees and representatives, or any person listed as a reference to provide any and all information they deem appropriate regarding my employment and job performance to the City of Manteca and any of its employees, representatives, and agents. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against any former employer, its employees and representatives, former educational institution or any person listed as a reference from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me."

Signature: _____ **Date:** _____

Print Name: _____ **Position:** _____

Name: _____ Position: _____

EDUCATION: Name/Location of High School: _____ Highest Grade Completed: 8 9 10 11 12

Did you graduate High School? Yes No If "no," GED or California High School Proficiency Certificate? Yes No

College/University	Location	Semester Quarter Units	Degree/Certificate	Major Subjects	Dates Attended
					From _____ To _____
					From _____ To _____
					From _____ To _____

State any additional training or experience which you think will help you qualify for this position: _____

Languages (other than English): _____ Speak Read Write

Professional Licenses, Certificates, or Registrations held: _____

EMPLOYMENT EXPERIENCE: Starting with your most recent experience, list all jobs you have held for the past 10 years and explain any time periods in which you were unemployed. List each position separately. Relevant experience more than 10 years old should be included. All paid, volunteer, part-time, and internship experience will be prorated to the full-time equivalent. You may wish to attach additional pages if needed. **A resume will not substitute for the information requested in this section.**

Dates of employment:	Employer/Type of Business:	Job Title:	# Supervised
Hours per week:	Street Address City State/ZIP	Name, title, and phone number of supervisor:	
Monthly salary:	Duties:		
Reason for leaving:			
Dates of employment:	Employer/Type of Business:	Job Title:	# Supervised
Hours per week:	Street Address City State/ZIP	Name, title, and phone number of supervisor:	
Monthly salary:	Duties:		
Reason for leaving:			
Dates of employment:	Employer/Type of Business:	Job Title:	# Supervised
Hours per week:	Street Address City State/ZIP	Name, title, and phone number of supervisor:	
Monthly salary:	Duties:		
Reason for leaving:			

Submit application to City of Manteca, Parks & Recreation Department. If you move, please notify Manteca Parks & Recreation of your new address.