



# City of Morro Bay

Human Resources Department

595 Harbor Street • Morro Bay, CA 93442 • (805) 772-6207

*The law prohibits discrimination because of age, sex, religion, race, color, marital status, disability, national origin, sexual orientation, or any legally protected status, and requires affirmative action in the hiring of disabled and veterans. The City of Morro Bay is an equal opportunity employer. If you need assistance in completing this application, please let us know.*

**Instructions to applicants:**

**1. Print clearly.**

Fillable PDF available:  
www.morro-bay.ca.us/humanresources

2. Answer all questions completely and accurately.

3. Avoid any reference to race, color, religion, national origin, or sex.

4. **False statements are cause for rejection of application, removal of name from eligible list, or dismissal**

1. Print exact title of the position you are applying for:

2. Print your full name:

(Last)

(First)

(Middle)

3. Address

( ) (h)

( ) (w)

(City)

(State)

(Zip)

Email

( ) (c)

4. Do you have a U.S. Social Security card?

**(Proof required after hire.)**

Yes

No

5. Are you related to anyone working for the City of Morro Bay?

Yes

No

Relationship: \_\_\_\_\_

Department: \_\_\_\_\_

6. Drivers License #

State of Issue: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**7. EDUCATION**

Check highest grade completed:    1    2    3    4    5    6    7    8    9    10    11    12

Name and Location of School \_\_\_\_\_ Did you graduate?    Yes    No

COLLEGE OR UNIVERSITIES ATTENDED	MAJOR	UNITS	DEGREE RECEIVED

8a. Clerical Skills:    Typing    Data Entry    Word Processing    Ten-Key Pad

8b. Professional Licenses or Certificates: \_\_\_\_\_

8c. Professional Memberships: \_\_\_\_\_

8d. If not a high school graduate, do you have a GED certificate?    Yes    No

8e. Do you speak any languages other than English fluently?    Yes    No

8f. Are you a CALPERS retired annuitant?    Yes    No

**9. EXPERIENCE** List your present or most recent job first. Carefully account for all recent employment (at least the last ten years). By giving complete information, you will improve your chances for employment. If you need more space, please attach additional sheets. The information requested below must be completed.

***A resumé may be attached, but not referenced in lieu of completing this information.***

DO YOU OBJECT TO HAVING YOUR PRESENT EMPLOYER CONTACTED?  Yes  No

Month/Year From	To	Title of your position	Work Phone #
Name and Address of Employer		Duties of Your Position	
Name of Supervisor		Reason for Leaving	
		# of Employees Supervised	Hours Worked Per Week
Month/Year From	To	Title of your position	Work Phone #
Name and Address of Employer		Duties of Your Position	
Name of Supervisor		Reason for Leaving	
		# of Employees Supervised	Hours Worked Per Week
Month/Year From	To	Title of your position	Work Phone #
Name and Address of Employer		Duties of Your Position	
Name of Supervisor		Reason for Leaving	
		# of Employees Supervised	Hours Worked Per Week
Month/Year From	To	Title of your position	Work Phone #
Name and Address of Employer		Duties of Your Position	
Name of Supervisor		Reason for Leaving	
		# of Employees Supervised	Hours Worked Per Week
Month/Year From	To	Title of your position	Work Phone #
Name and Address of Employer		Duties of Your Position	
Name of Supervisor		Reason for Leaving	
		# of Employees Supervised	Hours Worked Per Week

10. Why are you interested in this position?

11. Use this space for any additional information you wish to provide concerning your qualifications for this position.

12. Certification by Applicant: I hereby certify that all the statements made in this application are true and complete to the best of my ability.

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

Date \_\_\_\_\_

## EQUAL EMPLOYMENT OPPORTUNITY DATA (VOLUNTARY)

*This information is requested to assist the City in complying with Federal and State statistical reporting requirements. The data you provide will be detached from your application, filed separately, and used only for research purposes. No one connected with the hiring process will have access to this information.*

NAME (Optional)	POSITION APPLIED FOR	DATE	AGE
MALE	WHITE, CAUCASIAN	ASIAN or PACIFIC ISLANDER	
FEMALE	BLACK (Includes African, Jamaican, Trinidadian, and West Indian descent)		
<b>PHYSICAL HANDICAP</b> (Describe accommodations required, if any)	HISPANIC	AMERICAN INDIAN or ALASKAN	
	OTHER (ABOVE CATEGORIES DO NOT APPLY)		
	_____		

### SOURCE

How did you learn about this job opening? Please indicate:

Job Flyer	Newspaper _____
TV	Magazine _____
Radio	Other _____