

# CITY OF BIG BEAR LAKE



## EMPLOYMENT APPLICATION

POST OFFICE BOX 10000, 39707 BIG BEAR BOULEVARD, BIG BEAR LAKE, CA 92315

PHONE **909-866-5831**

E-MAIL [bblhr@citybigbearlake.com](mailto:bblhr@citybigbearlake.com)

PLEASE VISIT OUR WEB SITE AT [www.citybigbearlake.com](http://www.citybigbearlake.com)

COMPLETION OF AN APPLICATION IS PART OF THE EXAMINATION PROCESS FOR ALL JOBS. A SEPARATE AND COMPLETE APPLICATION MUST BE FILLED OUT FOR EACH POSITION FOR WHICH YOU ARE APPLYING. ALL REQUESTED INFORMATION MUST BE FURNISHED ON THE APPLICATION ITSELF. RESUMES OR ATTACHMENTS MAY BE INCLUDED BUT CANNOT BE SUBSTITUTED FOR AN APPLICATION FORM. IT IS IMPORTANT THAT YOU ANSWER ALL QUESTIONS ON YOUR APPLICATION FULLY AND ACCURATELY. FAILURE TO DO SO MAY DISQUALIFY YOU FROM BEING CONSIDERED FOR THE POSITION. YOU MUST MEET ALL ENTRANCE REQUIREMENTS, INCLUDING POSITION OF CERTIFICATIONS OR LICENSES REQUIRED FOR ELIGIBILITY AT THE TIME OF APPLICATION. ANY EXCEPTIONS ARE STATED IN THE JOB BULLETIN. **APPLICATIONS RECEIVED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED.**

**APPLICATIONS MUST BE COMPLETED IN FULL**

**RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETED APPLICATION**

**APPLICATIONS WILL BE REJECTED IF "SEE RESUME" IS WRITTEN ON ANY PORTION OF THIS APPLICATION**

POSITION YOU ARE APPLYING FOR \_\_\_\_\_ DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PREFERRED CONTACT TELEPHONE NUMBER \_\_\_\_\_

ALTERNATIVE CONTACT TELEPHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

How did you learn about this job opening? \_\_\_\_\_

Have you ever applied for a position with the City of Big Bear Lake before? YES  NO   
If yes, please list positions applied for and dates: \_\_\_\_\_

Are there any days or shifts that you are unavailable to work? YES  NO   
If yes, list the days and/or shifts you are unavailable to work: \_\_\_\_\_

Are you 18 years of age or older? YES  NO

If hired, can you provide proof of eligibility for employment in the U.S.A.? YES  NO

Are you related to anyone currently working for the City of Big Bear Lake? YES  NO   
If yes, list the name and title of each relative: \_\_\_\_\_

NOTE: Relationships will be evaluated on a case-by-case basis and do not automatically disqualify you for employment.

Have you ever been dismissed or released, or have you ever resigned to avoid discharge? YES  NO   
If yes, please state all details on back of application under "Additional Information."

**THE CITY OF BIG BEAR LAKE IS AN EQUAL OPPORTUNITY EMPLOYER AND CONSIDERS ALL APPLICATIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, VETERAN STATUS, NATIONAL ORIGIN, AGE, MARITAL STATUS, OR DISABILITY OF ANY PERSON OR ANY OTHER LEGALLY PROTECTED STATUS PURSUANT TO CALIFORNIA'S FAIR EMPLOYMENT AND HOUSING ACT, CALIFORNIA LABOR CODE AND OTHER FEDERAL, STATE, AND LOCAL LAWS.**

**EDUCATION**

Do you have a High School Diploma?

YES  NO

GED Certificate?

YES  NO

	<b>HIGH SCHOOL</b>	<b>COLLEGE/UNIVERSITY</b>	<b>OTHER</b>
SCHOOL NAME			
CITY AND STATE			
YEARS COMPLETED (CIRCLE)	9 10 11 12	1 2 3 4	1 2 3 4
DIPLOMA/DEGREE OR COURSE OF STUDY (INCLUDE ANY HONORS)			

LIST SPECIALIZED SKILLS, EXPERIENCE, TRAINING AND QUALIFICATIONS THAT YOU FEEL MAKE YOU ESPECIALLY SUITED FOR THIS POSITION


**LICENSES AND PROFESSIONAL REGISTRATION**

PLEASE ATTACH A COPY TO THE APPLICATION IF REQUIRED FOR THE POSITION YOU ARE APPLYING FOR.

<b>TYPE OF LICENSE</b>	<b>STATE</b>	<b>NUMBER</b>	<b>EXPIRATION</b>

**OTHER SPECIALIZED TRAINING OR SKILLS**

LANGUAGE, OFFICE EQUIPMENT, COMPUTER SOFTWARE, MACHINE OPERATIONS, ETC.


**PROFESSIONAL MEMBERSHIPS**

MEMBERSHIP IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING


**EXPERIENCE**

List your present or most recent job first; list each promotion separately; include self-employment and US military service. List **all** positions you have held within the last **ten years**. Identify and explain any lapses between positions. If you need more space you may attach additional sheets. **NOTE: A resume may be attached, but will not substitute for completion of this section.** The information provided in this application and any supplemental questionnaires required will form the sole basis for any decision to advance in the selection process.

**FAXED APPLICATIONS WILL NOT BE ACCEPTED**

**APPLICATIONS MUST BE COMPLETED IN FULL**

**RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETED APPLICATION**

**APPLICATIONS WILL BE REJECTED IF "SEE RESUME" IS WRITTEN ON ANY PORTION OF THIS SECTION**

ORGANIZATION			TITLE		
ADDRESS					
DATES OF EMPLOYMENT	FROM	TO	STARTING SALARY	ENDING SALARY	
NAME/TITLE OF SUPERVISOR				PHONE	
DUTIES					
REASON FOR LEAVING					
MAY WE CONTACT THIS EMPLOYER? YES NO INITIAL _____ IF NO, WHY NOT?					
ORGANIZATION			TITLE		
ADDRESS					
DATES OF EMPLOYMENT	FROM	TO	STARTING SALARY	ENDING SALARY	
NAME/TITLE OF SUPERVISOR				PHONE	
DUTIES					
REASON FOR LEAVING					
MAY WE CONTACT THIS EMPLOYER? YES NO INITIAL _____ IF NO, WHY NOT?					
ORGANIZATION			TITLE		
ADDRESS					
DATES OF EMPLOYMENT	FROM	TO	STARTING SALARY	ENDING SALARY	
NAME/TITLE OF SUPERVISOR				PHONE	
DUTIES					
REASON FOR LEAVING					
MAY WE CONTACT THIS EMPLOYER? YES NO INITIAL _____ IF NO, WHY NOT?					

**POSITION APPLIED FOR**

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ORGANIZATION		TITLE		
ADDRESS				
DATES OF EMPLOYMENT	FROM	TO	STARTING SALARY	ENDING SALARY
NAME/TITLE OF SUPERVISOR				PHONE
DUTIES				
REASON FOR LEAVING				
MAY WE CONTACT THIS EMPLOYER? YES NO INITIAL _____ IF NO, WHY NOT?				

ORGANIZATION		TITLE		
ADDRESS				
DATES OF EMPLOYMENT	FROM	TO	STARTING SALARY	ENDING SALARY
NAME/TITLE OF SUPERVISOR				PHONE
DUTIES				
REASON FOR LEAVING				
MAY WE CONTACT THIS EMPLOYER? YES NO INITIAL _____ IF NO, WHY NOT?				

**ADDITIONAL INFORMATION**

**CERTIFICATE OF APPLICATION**

**I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY OMISSION OR FALSIFICATION CONSTITUTES GROUNDS FOR REJECTION OF THIS APPLICATION OR TERMINATION OF EMPLOYMENT. I UNDERSTAND THAT THE CITY OF BIG BEAR LAKE WILL THOROUGHLY INVESTIGATE MY WORK AND PERSONAL HISTORY AND WILL VERIFY ALL DATA GIVEN ON THIS APPLICATION, ON RELATED DOCUMENTS, AND IN INTERVIEWS. I AUTHORIZE ALL INDIVIDUALS, SCHOOLS, AND FIRMS NAMED HEREIN, EXCEPT MY CURRENT EMPLOYER IF SO NOTED, TO PROVIDE ANY INFORMATION REQUESTED ABOUT ME, AND I RELEASE THEM AND THE CITY OF BIG BEAR LAKE FROM ALL LIABILITY FOR DAMAGE IN PROVIDING THIS INFORMATION.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

***APPLICATIONS ARE CONSIDERED INCOMPLETE WITHOUT A DATED SIGNATURE***

**ALL JOB OFFERS ARE CONTINGENT UPON APPLICANT PASSING A BACKGROUND INVESTIGATION AND JOB-RELATED PRE-EMPLOYMENT PHYSICAL EXAMINATION, WHICH MAY INCLUDE A DRUG TEST.**

**COMPLETION OF THIS SECTION IS OPTIONAL. PLEASE COMPLETE THIS SECTION FOR STATISTICAL PURPOSES. THIS SECTION WILL BE DETACHED PRIOR TO THE REVIEW OF YOUR APPLICATION.**

- MALE  FEMALE
- WHITE (NOT OF HISPANIC ORIGIN):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
  - BLACK (NOT OF HISPANIC ORIGIN):** All persons having origins in any of the Black racial groups of Africa.
  - HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
  - ASIAN OR PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, Korea, the Philippine Islands, or Samoa.
  - AMERICAN INDIAN OR ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.