



# West Cities Communications Center APPLICATION FOR EMPLOYMENT

WEST CITIES COMMUNICATIONS  
Attention: Personnel  
911 Seal Beach Blvd.  
Seal Beach, CA 90740  
(562) 594-7242

\_\_\_\_\_  
( POSITION TITLE )

**INSTRUCTIONS:** Applications will be evaluated based on the information provided and it is the applicant's responsibility to ensure that the information is complete. West Cities Communications is an Equal Opportunity Employer and, as such, provides equal employment opportunity to all persons without regard to race, color, religion, sex, age, national origin, disability or genetic information. Reasonable accommodations will be made for legally qualified disabilities.

Last Name		First name		Middle name		other names used:	
Address				City		State	ZIP Code
Home Phone		Business Phone			Other Phone		
Driver License Number		Class	Exp. Date		State		
E-mail Address						Notification preference: (select one) <input type="checkbox"/> Email <input type="checkbox"/> Postal address	

YES   NO

1. Have you ever been employed by a West Cities agency (Cypress, Los Alamitos, Seal Beach)? ....
2. Would you object to having any of your employers contacted regarding your work? .....
3. Have you ever been discharged or asked to resign from any position? .....

If you answered YES to any of the above questions, please provide an explanation:

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List any languages other than English that you can speak or understand:

Check highest grade completed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	G.E.D.? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Name and location of High School:

Colleges, Universities, Trade or Business Schools attended:	Location	Dates attended	Major / Minor	Number of Units	Type of Degree or Certificate earned

List any special training, licenses, certificates and/or specific course work you have that will be helpful in the position for which you are applying:

**EXPERIENCE:** List all positions held in the last ten years, paid or unpaid, beginning with your present or most recent experience. Attach additional sheets if more space is needed. By giving complete information you may improve your chances of employment. *Resumes may be attached but will not be accepted in lieu of complete answers.*

From: ___ / ___ / ___ To: ___ / ___ / ___ Month Year Month Year	Position Title:					
Name and Address of Employer	Description of Duties:					
Name of Supervisor / Phone Number						
Reason for leaving:	No. Supervised (if any)	No. of Hours Per Week:	Salary:	Hour	Week	Month
From: ___ / ___ / ___ To: ___ / ___ / ___ Month Year Month Year	Position Title:					
Name and Address of Employer	Description of Duties:					
Name of Supervisor / Phone Number						
Reason for leaving:	No. Supervised (if any)	No. of Hours Per Week:	Salary:	Hour	Week	Month
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Name and Address of Employer	Description of Duties:					
Name of Supervisor / Phone Number						
Reason for leaving:	No. Supervised (if any)	No. of Hours Per Week:	Salary:	Hour	Week	Month
ADDITIONAL REMARKS: Provide information regarding specific job-related knowledge, skills, and abilities you have that would help you in the position for which you are applying. Include ability to operate any equipment that may be required on the job.						

I hereby certify that all statements in this application are true and complete and that any misstatement or omission of material facts may subject me to disqualification or dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_