

**PRE-APPLICATION FOR EMPLOYMENT  
DEPARTMENT OF RECREATION AND PARKS  
City of Los Angeles**

**An Equal Opportunity – Affirmative Action Employer**

Not an actual application - do not submit unless asked to do so

**NOTICE TO ALL APPLICANTS:** Complete this application accurately and completely. The information you provide will be used to determine your employment qualification for the position for which you are applying. If you become employed by the Department this application will become part of your permanent records. Employment commitments are made subject to clearance by the City Health Officer, compliance with legal age requirements for the position; application of policies of the Recreation and Parks Commission concerning employment of relatives and policies of the Civil Service Commission concerning personal background.

Please print (If you need additional space to complete any item, you may attach an additional page). Do not complete the back side of this application until you are instructed to do so.

1. Position: (use correct job title)			4. Home Phone Area   Number			
2. Name: Last   First   Middle			5. Bus. Phone Area   Number   Ext.			
3. Present Address: Number   Street   Apt. No.			6. If you are NOT a U.S. Citizen have you the legal right to work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation (Do not answer if you are a U.S. Citizen)			
City   State		Zip Code				
7. Name and location of Trade School, Vocational or Business School or other special training if related to the Position.			Units Completed Degrees Certificates			
			Major or Courses Taken			
<b>8. Special Certificates or Licenses held, if relevant to the job:</b>						
Name of Certificates or Licenses, including Drivers Licenses		Issued by	Date Obtained	Expiration Date, if any		
9. <b>Experience:</b> Begin with your most recent job. List all jobs in the last 5 years. Also, list any other jobs, Military experience, or Volunteer experience related to the position.						
DATES OF EMPLOYMENT	NAME AND ADDRESS OF EMPLOYER	TITLE OF POSITION – DESCRIPTION OF DUTIES		REASONS FOR LEAVING		
From						
To						
Monthly Salary						
From						
To						
Monthly Salary						
From						
To						
Monthly Salary						
From						
To						
Monthly Salary						
From						
To						
Monthly Salary						
10. HAVE YOU BEEN DISCHARGED OR TERMINATED FOR ANY REASON EXCEPT LAYOFF, FOR LACK OF WORK, OR HAVE YOU RESIGNED TO AVOID DISCHARGE WITHIN THE LAST 5 YEARS? Yes ___ No ___ If "Yes", please list date, employer and reason.						
11. a) Have you ever been convicted of a crime other than minor traffic violations? ___ Yes ___ No If "Yes", fill in spaces to the right, (Drunk, reckless or hit-run driving are not minor driving violations. You do not need to list juvenile convictions which have been sealed by the court. However, you must list convictions for which you received a suspended sentence, probation, or fine). b) Are you currently on probation or parole? ___ Yes ___ No			List all convictions (Do not list arrests)			
			OFFENSE		DATE	
			LOCATION		FINE OR SENTENCE	
			OFFENSE		DATE	
LOCATION		FINE OR SENTENCE				

**12. CERTIFICATION**

I certify that all the statements of this questionnaire are true and complete to the best of my knowledge. I understand false or incomplete statements shall be sufficient cause for disqualification or dismissal.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE