

LOS ANGELES CONVENTION CENTER DEPARTMENT

City of Los Angeles

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

NOTICE TO ALL APPLICANTS: Complete this application accurately and completely. The information you provide will be used to determine your employment qualifications for the position for which you are applying. If the Department employs you, this application will become part of your permanent personnel 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 Los Angeles Convention Center Department 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).

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.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
CITY STATE		ZIP CODE			DO YOU HAVE ANY RELATIVE WORKING FOR THE CONVENTION CENTER? YES <input type="checkbox"/> NO <input type="checkbox"/>	
7. NAME AND LOCATION OF TRADE SCHOOL, VOCATIONAL OR BUSINESS SCHOOL OR OTHER SPECIAL TRAINING IF RELATED TO POSITION					UNITS COMPLETED DEGREES CERTIFICATES	
					MAJOR OR COURSES TAKEN	
8. SPECIAL CERTIFICATES OR LICENSES HELD, IF RELEVANT TO THE JOB:						
NAME OF CERTIFICATE OR LICENSE, INCLUDING DRIVERS LICENSE			ISSUED BY		DATE OBTAINED	EXPIRATION DATE IF ANY
9. EXPERIENCE: 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 OR POSITION – DESCRIPTION OF DUTIES			REASONS FOR LEAVING
FROM						
TO						
MONTHLY SALARY						
FROM						
TO						
MONTHLY SALARY						
FROM						
TO						
MONTHLY SALARY						
FROM						
TO						
MONTHLY SALARY						
10. HAVE YOU BEEN DISCHARGE OR TERMINATED FOR ANY REASON EXCEPT LAYOFF, FOR LACK OF WORK, OR HAVE YOU RESIGNED TO AVOID DISCHARGE WITHIN THE LAST 5 YEARS? YES <input type="checkbox"/> NO <input type="checkbox"/> IF "YES", PLEASE LIST DATE, EMPLOYER AND REASON.						
11. A) HAVE YOU BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATIONS? INCLUDING 'WORKS' COMPENSATION FRAUD. YES <input type="checkbox"/> NO <input type="checkbox"/> IF "YES", FILL IN SPACES TO THE RIGHT. (DRUNK, RECKLESS OR HIT-N-RUN DRIVING ARE NOT MINOR DRIVING VIOLATIONS. JUVENILE OFFENSES MAY STILL BE ON YOUR RECORD. THESE MUST BE DISCLOSED OR YOU WILL BE TERMINATED. 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).			LIST ALL CONVICTIONS (DO NOT LIST ARRESTS)			
			OFFENSE		DATE	
			LOCATION		FINE OR SENTENCE	
			OFFENSE		DATE	
			LOCATION		FINE OR SENTENCE	
B) ARE YOU CURRENTLY ON PROBATION OR PAROLE? YES <input type="checkbox"/> NO <input type="checkbox"/>			OFFENSE/CHARGE		DATE OF OFFENSE	
C) DO YOU HAVE ANY CRIMINAL CHARGES FOR WHICH YOU ARE PRESENTLY AWAITING TRIAL? YES <input type="checkbox"/> NO <input type="checkbox"/>						
12. CERTIFICATION						
I CERTIFY THAT ALL STATEMENTS ON 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.						
SIGNATURE					DATE	