

**CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS BACKGROUND APPLICATION**

*SEE REVERSE FOR
INSTRUCTIONS*

Job Offered: _____ **Bureau Making Offer:** _____ **Date of Job Offer:** _____

Welcome to the Department of Public Works Preliminary Background Application. **PLEASE NOTE: A full disclosure by you is to your advantage as your record does not constitute an automatic bar to employment.** A thorough background investigation is part of the screening process that the Department of Public Works uses to ensure that individuals hired are worthy of the trust and authority vested in them. This application is a part of that process. Please read the following questions carefully and answer them as fully and accurately as you can. The information you provide will be checked with other sources and with other employers. You may be disqualified if it is determined that the information you have supplied is inaccurate or incomplete. **ALL JOB OFFERS ARE TENTATIVE UNTIL CANDIDATES CLEAR BACKGROUND.**

GENERAL INFORMATION (Fill in all fields.)

Last Name:	First Name:	M.I.	SSN
Street address:		Work Phone Number (e.g. 213-555-1212):	
Street address, line 2 (optional):		Home phone Number (e.g. 213-555-1212):	
City, State, Zip Code		Birth Date (format mm/dd/yyyy):	
Driver License:	License Issuing State:	Expiration Date (format: 11/dd/yyyy e.g. 07/21/1999):	

TERMINATION AND CONVICTION INFORMATION (You must answer all questions and initial)

Have you previously worked for the city of Los Angeles? If "yes", please complete the following
YOU ARE REQUIRED TO CHECK "YES" OR "NO" AND WRITE IN YOUR INITIALS.

1. YES NO Initial _____
 From/To: _____ Depart./Class Title: _____
 From/To: _____ Depart./Class Title: _____

2. **Have you ever been terminated from any job or resigned to avoid termination?** If yes, complete the following (list all cases except layoffs for lack of work.)
 YES NO Initial _____
 Employer's Name and Address: _____
 Date and reason for discharge: _____

3. **Have you ever been CONVICTED of a MISDEMEANOR or FELONY other than minor traffic violations and/or placed on probation, fined or given a suspended sentence in court?** YES NO Initial _____
If "YES", list all convictions; attach additional sheets if necessary.
 (City Penal code if known.) Include any convictions by military trial and any criminal charges for which you are awaiting trial. List all cases other than minor traffic violations. Your fingerprints will be sent to State and Federal agencies and all offers of employment or continued employment will be subject to satisfactory review of any criminal convictions. **PLEASE NOTE: A full disclosure by you is to your advantage as your record does not constitute an automatic bar to employment.** Factors such as, but not limited to, age at time of offense(s) and recency of offense(s), as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account. **HOWEVER, FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION.** Promotional applicants are not required to list misdemeanor convictions occurring prior to original appointment, if employed by the City for at least one year. However, you must still answer "yes", and list any felony conviction(s), regardless of when they occurred.

Offense: _____	Conviction Date: _____
Location: _____	Fine or Sentence: _____
Offense: _____	Conviction Date: _____
Location: _____	Fine or Sentence: _____

WORK EXPERIENCE (list most recent employment)

DATES	EMPLOYER	Job Title
Month and Year	Name of current or last employer: _____	Your Title: _____
From:	Address: _____	Reason for Leaving: _____
To:	Supervisor's Name/Phone #: _____	
Month and Year	Name of current or last employer: _____	Your Title: _____
From:	Address: _____	Reason for Leaving: _____
To:	Supervisor's Name/Phone #: _____	

READ AND SIGN/DATE BELOW

I certify that all statements on this application form and attachments are true and complete to the best of my knowledge. I understand that false, misleading or incomplete information shall be sufficient cause for discipline or dismissal and other penalties as may be prescribed by law.

Signature: (original in ink; pencil; or photocopy not accepted)	For OMES use
Date:	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared _____ <div style="display: flex; justify-content: space-between;"> Signature Date </div>

10/4/2007

DEPARTMENT OF PUBLIC WORKS BACKGROUND APPLICATION INSTRUCTION SHEET

PLEASE NOTE: This form is to be completed by candidates for Public Works employment only after they have accepted a tentative job offer.

INSTRUCTIONS TO CANDIDATES:

1. Please complete entire form. Use black or blue ink. Incomplete and/or forms filled out in pencil will not be accepted and will cause delay in processing your background check.
2. Questions 1, 2, and 3 require you to write in your initials after answering "Yes" or "No" to each question. Questions left blank or missing initials will cause delays as forms will not be accepted.
3. COMPLETED FORM MUST BE SUBMITTED WITHIN 3 DAYS OF ACCEPTING A TENTATIVE JOB OFFER. Your failure to submit the form within the 3 days may result in delays in your start date.

COMPLETED FORMS ARE TO BE SUBMITTED IN PERSON, BY FAX, OR BY E-MAIL TO:

**BOARD OF PUBLIC WORKS
OFFICE OF MANAGEMENT EMPLOYEE SERVICES
ROOM 1805, CITY HALL
200 N. SPRING STREET, LOS ANGELES, CA 90012**

FAX: (213) 978-1813

E-MAIL TO: MARILYN.SELTZER@LACITY.ORG

(If submitted by email, form must be scanned in order to review mandatory initials/signatures.)

Additional space reserved to answer questions on background application form, if needed: