



INTERN APPLICATION

City of La Mesa
 Community Services/ Human Services Division
 8450 La Mesa Boulevard - La Mesa, CA 91942
 (619) 667-1322

(FOR OFFICE USE ONLY)

Date Sent: _____
 Fingerprinted: _____
 Response: _____

PLEASE USE TYPEWRITER OR PRINT IN INK

NAME: _____
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

ADDRESS: _____ **PHONE:** _____
(NUMBER & STREET)
 _____ **EMAIL:** _____
(CITY) (STATE) (ZIP CODE) (PRINT)

EMERGENCY CONTACT NAME: _____ **RELATIONSHIP:** _____

EMERGENCY CONTACT PHONE NUMBER: _____

| YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are you now, or have you ever been, employed by the City of La Mesa? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Are you related to any current employee, elected or appointed official of La Mesa? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Do you speak and understand a second language, or possess other special skills or training which would enhance your qualifications for this position? |

PLEASE EXPLAIN ALL "YES" ANSWERS IN THE SPACE PROVIDED BELOW:

| CIRCLE HIGHEST GRADE COMPLETED | NAME / LOCATION OF SCHOOL | | GRADUATE? |
|---|---------------------------|---------------|----------------|
| 1 2 3 4 5 6 7 8 9 10 11 12 | | | YES NO GED |
| COLLEGE/ BUSINESS/TRADE SCHOOL ATTENDED | DEGREE | MAJOR SUBJECT | SEMESTER UNITS |
| | | | |
| | | | |
| | | | |

SPECIAL LICENSES OR CERTIFICATES: _____

All interns are required to be fingerprinted on or before the first day of work. The fingerprints are sent to the Department of Justice to obtain records of any and all convictions and/or arrest pending adjudication. Certain convictions or arrests may preclude an intern from being accepted for assignments with the City of La Mesa.

LIST AT LEAST ONE (1) PERSON NOT RELATED TO YOU WHO CAN BE CONTACTED AS A REFERENCE.

NAME: _____ PHONE NUMBER: _____ RELATIONSHIP: _____

NAME: _____ PHONE NUMBER: _____ RELATIONSHIP: _____

To assist in your intern position placement, please answer the following questions:

1. Why do you want to intern for the City of La Mesa?

2. Describe previous experience which would assist you in an intern assignment.

3. List your areas of interest. (for example; clerical, Community Service, Public Works, RSVP, etc.)

4. List your days and hours of availability.

Please list any additional information you wish to include concerning your qualifications or interests relating to the assignment for which you are interning.

AFFIDAVIT - READ VERY CAREFULLY AND SIGN BELOW.

I declare under penalty of perjury that all answers and statements in this application are true and complete to the best of my knowledge and belief. I understand that untruthfulness or misleading answers are cause for rejection of this application or dismissal as a City intern. I certify that I meet the specified job requirements for this position. I understand that my acceptance as a intern with the City of La Mesa may be contingent upon the results of a background check, which includes fingerprinting on or before the first day of intern work, a physical examination and a D.M.V. check. As a intern for the City of La Mesa, I understand that I may be exposed to sensitive or confidential information or assigned to work with vulnerable persons. Any disclosure of confidential information or violation of personal rights could result in civil or criminal liability for the City of La Mesa. I understand that the results of any of the foregoing may be grounds for disqualification. I further understand that laws related to this application may be subject to change. I certify that I have not altered the language or format of this form.

SIGNATURE: _____

DATE: _____



REFERENCE WAIVER

I, (Print Name) _____, understand that in connection with the application process, the City of La Mesa may request information from my past employers and/or references, and I also understand that such investigation may include a review of any criminal records. I certify that I have provided complete and truthful information to the City of La Mesa regarding all sources of information concerning my past employment, education, certifications and criminal conviction record, as well as any other information requested in my employment application, and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge. In order to assist the City in obtaining documents and information to confirm my background, I hereby consent to the release of information as described below.

I authorize all current and former employers and/or their agents to respond candidly to verbal and/or written inquiries from the City of La Mesa regarding my employment record, *including but not limited to*: job positions held; dates of employment; beginning and ending pay rates; disciplinary records, including any records which have been sealed as part of a settlement; reason(s) for ending prior employment; and work performance records including information regarding reliability, incidents of dishonesty, insubordination, violence and/or unsafe behavior and harmful or threatening behavior.

Further, I direct you to release such information upon request of any duly accredited representative of the City of La Mesa, regardless of any agreement, instructions or representation I may have made with you previously to the contrary.

I further request, authorize and consent to the City of La Mesa's investigation of whether I have a record of criminal convictions, and if so, the nature of such criminal convictions and all surrounding circumstances available through lawful means. The City of La Mesa has advised me that any criminal background check will focus on convictions, and that a conviction as such will not necessarily disqualify me from employment.

I also waive any and all rights and claims I may have against the City of La Mesa, its employees, representative or agents; former educational institutions, or any person listed as a reference, from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure or release of such information by any person or party, whether such information is favorable or unfavorable to me in compliance with California Civil Section 47 as amended.

I consent to the City of La Mesa accessing my personnel files and authorize the City of La Mesa to obtain a copy of my personnel files from all of my current former employers.

Applicant's Signature: _____

Date: _____

This authorization expires: _____
(12 months from date of submission)