

# City of Arcadia



## Online Employment Application User Guide

## Introduction

Thank you for your interest in the City of Arcadia! This User Guide will assist you with submitting your employment application online. Please follow the instructions below to apply for one of our current openings. For further assistance, please contact the Human Resources Office at (626) 574-5405.

## Step 1: Application Upload (Optional)

You can upload a resume or use your LinkedIn profile to pre-populate the employment application.

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**Position:** Office Assistant  
**Location:** City of Arcadia  
**Job Code:** 8

To submit your application please complete the form below. Fields marked with a red asterisk \* are required. When you have finished click **Submit** at the bottom of this form.

Save time by using your Resume, LinkedIn Profile or Universal Profile to fill in many of the fields of this application form.

\* Please review that all fields populate correctly and edit any fields that do not automatically populate.

Select from the options below:

 [Upload resume](#)  [LinkedIn Profile](#)

- Please review your application to ensure that all fields populate correctly.

## Step 2: Account Registration

To begin completing your application, you will need to create an account login to use every time you login to apply for openings or to check status on your application.

**Email Registration**

Your email address will be used as your login name allowing you to return to our website update your profile.

Email: \*

Please create your password  
Passwords must be at least six(6) characters

Password: \*   
Re-type new password: \*

- Register with your email address.
- Passwords must be at least six (6) characters long.

### Step 3: Personal Information

In the Personal Information section, please provide your contact information. Fields marked with a red asterisk (\*) are required.

- Please note, it is important that the Human Resources Office has your most recent information on file. You may login to the careers website at any time to update this information.

Personal Information			
First Name: *	<input type="text"/>	Mobile #:	<input type="text"/>
Last Name: *	<input type="text"/>	Street Address: *	<input type="text"/>
Middle:	<input type="text"/>	City: *	<input type="text"/>
Title:	Mr. <input type="button" value="v"/>	State: *	Please select <input type="button" value="v"/>
Phone #: *	<input type="text"/>	ZIP Code: *	<input type="text"/>

### Step 4: Additional Information

In the Additional Information section, you will be asked to respond to questions using the drop-down box.

- Some of your answers may require an explanation. If this is required, please provide an explanation in the box provided.

Additional Information	
Driver's License(s):	Class A (heavy trucks, tractor/trailer, fire vehicle) Class B (buses, fire vehicle) Class M (motorcycle) Other (please specify) <input type="button" value="v"/>
Driver License #:	<input type="text"/>
Drivers License State:	Please select <input type="button" value="v"/>
License Expiration Date:	<input type="text"/>
Have you ever been employed by the City of Arcadia?	
Employed by City before?: *	Please select <input type="button" value="v"/>
Have you ever been a member of the California Public Employees' Retirement System (CalPERS)?	
Member of CalPERS?: *	Please select <input type="button" value="v"/>
Do you have any relatives employed by the City of Arcadia? If yes, list name(s) and relationship(s) below.	
Relatives employed?: *	Please select <input type="button" value="v"/>
Explanation:	<input type="text"/>
Have you ever been discharged or forced to resign from any position because of misconduct or unsatisfactory performance? If yes, list below the employer, reason for discharge and date.	
Discharged or Resigned?: *	Please select <input type="button" value="v"/>
Explanation:	<input type="text"/>

## Step 5: Education

The Education section allows you to provide the Human Resources Office with your educational information.

**Education**  
Type of School:  Highest Grade Completed:   
School Name:  Currently Attending?:   
City:  Full or Part-time:   
State/Territory:  Number of Units:   
Did you graduate?:  Major or Subject:   
If No, do you have a GED?:  Degree or Certificate:   
[+ Add Another Education](#) [Remove Previous Education](#)

- To add additional education please click the “add another education” link.

## Step 6: Experience

The Experience section allows you to list any certifications that you may possess and/or to list any equipment operating experience that is relevant to the position that you are applying for.

- To upload your certificate(s), please refer to step 9.

**Experience**  
Please list all licenses, certificates or credentials you possess, if required for this job:  
Title & License #:   
List equipment you are able to operate related to this job:  
Equipment Operated:

## Step 7: Employment History

The Employment History section allows you to provide your work experience.

**Employment History**  
Begin with your present or most recent job. Please list all jobs and any periods of unemployment in the last ten (10) years. Include any military service and self-employment. Also, list any jobs held more than ten (10) years ago which relate to the duties of the position you are applying for.  
Date From:   If other, please explain:   
Date To:   Title:   
Company Name:  No. Supervised (if any):   
Company Street Address:  Hours Worked / Week:   
Company City State:  Salary \$:   
Name of Supervisor:  Salary \$ per:   
Reason For Leaving:   Ok To Contact  
Responsibilities and Duties  
Description:   
[+ Add Another Work History](#) [- Remove Previous Work History](#)

- To add additional work experience click the “add another work history” link.

## Step 8: Questions (If Applicable)

Some job openings may require you to answer additional questions to assist staff in evaluating your qualifications for the position. If this applies to the position you are applying for, you will find the Questions under this section. A response is required.

### Questions

Text box allows for a maximum of up to 7,000 characters

Online Questions: 1. Please describe the role of the public library in the 21st century? \*

## Step 9: Resume, Certifications, and Other Attachments

In this section you will have the opportunity to upload your resume and/or any other documents relevant to the position that you are applying for. Some examples are: a typing certificate, license, and/or diploma, etc.

### Resume, Certifications and Other Attachments

Attachments can be uploaded in any of the following formats: DOC, DOCX, RTF, PDF, TXT, HTML.

[Add Resume & Attachments](#)

- To upload additional documents, please click the “add resume & attachments” link.

## Step 10: Voluntary Applicant Questionnaire

The Applicant Questionnaire is voluntary and the information collected will be used to assist the Human Resources Office in maintaining the City’s commitment to providing Equal Employment Opportunities.

### Voluntary Applicant Information

For the purpose of research and statistical data collection, the City requests your cooperation in voluntarily completing this section of the application. This information will be used to comply with federal and state reporting requirements and to evaluate the effective use of our advertising. None of the information will be used to discriminate against or give preference to any individual in any personnel transaction.

Gender:

Race:

How did you hear about us?

Source: \*

Other (Specify Source):

Referred By:

**THIS IS NOT PART OF THE SELECTION PROCESS**

## Step 11: Certificate of Application

Please carefully read the Certificate of Application section before signing.

**Certificate of Application**

CERTIFICATE OF APPLICATION: (Please read completely before signing)

I authorize representatives from the City of Arcadia to investigate all statements contained in this application form. I authorize previous employers, personal references, or any other persons(s), except as otherwise set forth in writing by me, to give any and all information relevant to my employment.

I understand that my employment is conditional upon me passing a medical examination and that any misrepresentation or omission of facts requested shall be cause for non-hiring and dismissal from City employment at any time.


I understand that my employment is subject to a satisfactory reference check; fingerprinting subject to Labor Code Section 1051, and review of State summary criminal history information consistent with Arcadia Municipal Code Section 1500\*. In addition, I authorize the City of Arcadia to place me in the Subsequent Arrest Notifications Program with the Department of Justice. In addition, I am aware that I may be asked to disclose any convictions resulting in a felony and/or misdemeanor after it has been established that I meet the minimum qualifications. Convictions of a felony and/or misdemeanor will not necessarily result in automatic disqualification but will be considered in light of the factors relating to the conviction.

I understand that if I am employed by the City in the classified service (all employees except those designated as "at-will"), I will be employed on a probationary status test period. I may be removed at any time for any reason permitted by law. I understand that once I have successfully completed the probationary period, I may be dismissed for cause pursuant to the rules and procedures set forth in the City Personnel Rules & Regulations. "At-will" employees can be dismissed for any legal reason without cause.

After reviewing the above, please date and sign the application.

**Candidate Sign Off**

I confirm that I have read and understand the above statement and certify that all information in this application is true and correct as of this date.

Date:  

Format: M/D/YY \*

Candidate eSignature: \*

Please type your full name in the candidate signature section. Failure to comply will result in disqualification from the recruitment process.

[Submit](#)

- Enter the date in the exact format shown.
- Type in your full first and last name in the Candidate eSignature box provided.

## Step 12: Application Submittal

Before clicking submit, please review your application carefully to ensure that all the information is accurate.

- Once you have reviewed your application and have determined that all the information is correct, please click the submit button.
- Once the Human Resources Office receives your application, you will receive an email confirming that the application has been received. Staff will carefully review and consider your qualifications for the position. You will be notified via email of your status in the recruitment process. As a reminder, you can always access your account by logging into the careers website to view your application or update your contact information.

**Thank you for your interest in the City of Arcadia!**