



City of Placentia

Application for City Clerk



I am interested in serving on the following:

City Clerk			
First Name:		Middle Name:	Last Name:
Home Address:		City:	Zip Code:
Home Phone:		Driver's License No.:	Email Address:
Present Employer:		Work Address:	City & Zip Code:
Occupation:		Work Phone:	
How long have you lived in the City of Placentia?		Are you a U.S. Citizen? Yes No	Have you ever filed bankruptcy? Yes No
Former places of employment: From: To:		Job Title & Description:	
Former places of employment: From: To:		Job Title & Description:	
What are your qualifications, strengths, and experience relevant to the City Clerk's Office desired?			
Reasons you are interested in serving as City Clerk:			
CITY CLERK DESCRIPTION:			
The City Clerk is an elected position and, by charter, helps maintain order within the City government by overseeing City Council meetings, official City records, and official City acts. As a custodian of the City Seal, they conduct election activities, for both general and special elections. The City Clerk receives (\$150.00) per month compensation.			

Please Return Completed Application and a Résumé, if desired, to:

City of Placentia
City Clerk's Office
401 East Chapman Avenue
Placentia, CA 92870

For any questions, please call: (714) 993-8231



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Background Information

You must respond to all of the following questions:

1. Were you ever employed by or have you served in any capacity at the City of Placentia?
Yes No
2. Are any of your relatives (by blood or marriage) employed by or have they served in any capacity at the City of Placentia?
Yes No
3. Have you ever been convicted of any crime or violated any law, ordinance, or statute (this includes traffic citations) other than a parking violation?
Yes No

◆If the answer to any of the above is “Yes,” explain in detail in the space provided below.

Notice: The City of Placentia is committed to reasonable accommodation for disabled persons. If you believe you may need reasonable accommodation to perform the duties of the position for which you are applying, you are encouraged to state it in the space below.

(use additional sheet if necessary)

PLEASE READ CAREFULLY – APPLICANT’S CERTIFICATION AND AGREEMENT (MUST BE SIGNED AND DATED)

I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I understand that, if appointed, false statements on this application shall be considered sufficient cause for dismissal. I understand that, if appointed, such appointment will be subject to verification of data provided in my application and any related documents or résumé. I authorize education institutions, employers, law enforcement authorities, organizations and individuals having relevant information concerning my qualifications for appointment to release such information; and I release all concerned from any liability in connection therewith; and I understand that I can make a written request as to the nature and scope of said information. I understand that if appointed the City will conduct a DMV/criminal background check including fingerprinting. I understand that if appointed, I will be required to know, and comply with, all rules and regulations. I understand that the benefits, rules and regulations may be changed, modified, deleted, or added to at any time at the City’s sole option, and without prior notice.

Signature: _____ Date: _____