

City of Seaside

Application Instructions

Your application is the primary tool we use to evaluate your job qualifications. Review the application carefully to ensure all information is clear and accurate. Please ensure that you complete the supplemental questions if applicable, before submitting your application.

For your employment history section, make sure you list each position separately, even if it is for the same employer. Start with your PRESENT position and work back. This information must be as complete and accurate as possible in order for your experience to receive a proper evaluation. List ALL of the positions you have held in the past 10 years. Also, list any previous positions held if they are applicable to the position for which you are applying. List and explain all periods of self-employment or unemployment. Resumes may be included but will not substitute for the employment history section.

Failure to submit a complete application will result in the rejection of your application. False statements or omission of material facts will result in rejection of your application or removal from employment after hire.

If you have a disability and need an accommodation with submitting your employment application online, please contact the Human Resources Department at (831) 899-6711.

To check the status of your application, login to www.governmentjobs.com and go to "Application Status."

Selection Process

After the application deadline, Human Resources will review the materials submitted by all applicants. Based on the information provided, the most highly qualified candidates will be invited to participate in the selection process. Each recruitment's selection process consists of various "tests" designed to assist us in predicting your successful job performance for the specific position being recruited; therefore, each selection process may be different depending on the type of job for which you are applying. Usually, our testing process will consist of one or more of the following:

- **Written Test** – Written tests are designed to test general aptitude or specific knowledge of the technical aspects of the job for which you are applying. You may wish to thoroughly review the job flier to familiarize yourself with the areas which may be tested. Casual and comfortable attire is appropriate.
- **Performance/Practical or Agility Examination** – Practical examinations are typically given for positions which require a specialized skill or ability, such as typing proficiency or the operation of special equipment. You may or may not be given prior information regarding the content of the exam, depending on the nature of the job for which you are applying. If you are informed of the general content of the exam in advance, we encourage you to take the opportunity to practice your skills. It is important for you to dress in clothes that are comfortable, yet appropriate, for the skills you will be demonstrating.
- **Assessment Centers** – This testing method is generally used for mid- and upper-level management positions. If you are asked to participate in an assessment center, it would be to

your advantage to research the position thoroughly and be prepared to draw upon your direct and related experience and/or training.

- Oral Interviews – Those applicants who are successful in passing the initial testing and/or screening process(es) will be invited to an oral interview. Oral interviews are typically conducted by a panel of qualified subject matter experts. Please dress in professional attire which is appropriate for the position for which you are applying. We recommend that you research the job thoroughly to determine what knowledge and skills may be evaluated during the interview. Keep in mind that you will be asked to discuss your qualifying background. You may want to prepare by practicing an opening statement regarding your specific education and experience. Try to relax and provide concise but complete responses to the panel's questions. The interview will last approximately 20 - 45 minutes, depending on the position for which you are applying.

Following the selection process, Human Resources will notify you, either via email, by phone, or by mail, of the results of the recruitment. If you are successful in passing the selection process, your name will be placed on an eligibility list for the current position opening as well as any future positions which may become available for up to one year after the eligibility list was established. The City Department which is attempting to fill the vacant position will conduct a second interview prior to making a final decision to hire.

Hiring Process

Reference Checks will be conducted by the City to verify employment related information for all potential employees prior to extending a job offer. This is done to ensure that individuals who join the City workforce are well qualified and have a strong potential to be successful in their employment here at the City of Seaside. The extent of the inquiry will depend on the position being applied for, but will at least include:

- Verification/Reference from current and past employers
- Fingerprint and Department of Justice criminal background check (a conviction for a crime is not an automatic bar to employment)
- Confirmation of necessary licenses, certificates, and degrees.

Please have all necessary documentation ready. Additional inquiries may be necessary depending on the position for which you are applying. Depending on the position you're applying for, Human Resources may also schedule a post-offer physical examination once a job offer has been made.

At the time of employment with the City of Seaside, you must submit proof of age, and United States Citizenship or legal right to remain and work in the United States.