



HOW TO APPLY FOR A CITY JOB

Prepared by the Human Resources Department
201 North Broadway, 2nd Floor
Escondido, CA 92025
(760) 839-4643

City Hall Hours: Monday – Thursday, 7:30 a.m. – 5:30 p.m.
Closed on Fridays



*Call our 24-hour Job Line at (760) 839-4585
(Available in English and Spanish)*

or

Visit our website at

<http://www.ci.escondido.ca.us/employ/index.html>

EOE

The City of Escondido does not discriminate on the basis of race, color, religion, disability, sex, age, national origin, or sexual orientation. We will attempt to reasonably accommodate applicants with disabilities upon request.

This brochure was designed to provide general information regarding the City's job application process.

STEP 1: REVIEW JOB OPENINGS

For your convenience, there are three ways to locate this information:

1. Visit the Human Resources Department at the location on the front page.
2. Call the City's 24-hour Job Line at (760) 839-4585.
3. Visit the City's website and see a listing of all available job openings at <http://www.ci.escondido.ca.us/employ/index.html>. All job announcements, benefits and salary information, and application materials are provided.

STEP 2: OBTAIN A CITY EMPLOYMENT APPLICATION

Once a position opens, there are two ways to obtain a job application:

1. Visit or call the Human Resources Department at the phone number and location stated on the front page.
2. Complete and print an employment application on line at the City's website <http://www.ci.escondido.ca.us/employ/index.html>.

Apply only for currently posted positions. Prior to completing an employment application, please read the minimum requirements as stated on the job announcement to ensure that you qualify for the position. If you do not meet the minimum requirements, you will be screened out of the process. All positions required the ability to read, write and speak English.

STEP 3: HOW TO COMPLETE THE EMPLOYMENT APPLICATION

Print or type and answer all questions on the application form. Fill out the job application thoroughly and clearly. Incomplete information can cause delays and/or may result in the disqualification of your application. List all dates of employment for the past ten years, and concisely describe your experience and education. Also, list periods of unemployment and military service. If the hours you worked varied do not give a range of hours; instead, state the estimated average number of hours you worked per week.

Certain positions require that a supplemental application (questionnaire) be submitted along with the employment application. A resume can also be attached to your application form, but will not be accepted in lieu of the application. Job candidates may also be required to submit proof of education, certification or driving record. A separate application must be completed for each job opening.

STEP 4: SUBMIT YOUR APPLICATION

Mail or drop-off your application packet (and supplemental application if applicable), to:

City of Escondido
Human Resources Department
201 North Broadway, 2nd Floor
Escondido, CA 92025

All completed application packets must be received by the Human Resources Department by 5:30 p.m. on the final filing deadline. Late applications, postmarks and faxed applications **will not** be accepted. Applications are only accepted for currently open positions.

STEP 5: AFTER YOU SUBMIT YOUR APPLICATION

- ***What happens to my application after I turn it in?***

Your application is stamped, dated and processed. A Human Resources staff member reviews your application to ensure that it is complete and to determine if you meet the minimum qualifications for that particular position. You will be notified if you have met the minimum qualifications or not, and if you will continue in the screening process.

- ***What does the screening process consist of?***

Once it has been determined that an applicant meets the minimum qualifications, the screening process can consist of various components. The process includes any method that the Human Resources Department determines as an appropriate tool to further evaluate the applicant's qualifications for the job. For example, the screening process can include a written exam, performance test, oral interview, point screen, or any combination of the above.

In general, if a written or practical test is involved, applicants who meet the minimum requirements will be notified by mail of the date, time and location of the screening process. Subsequent to the written or practical test, the top candidates are typically invited to an oral interview. Certain City positions do not require a formal test, only a careful screening of the application materials.

- ***Do you provide Veterans' Preference Credit?***

Yes, the City provides Veterans' Preference Credit for eligible individuals who meet the following criteria:

- Served in the U.S. armed forces;
- Received an honorable discharge;
- Did not retire from military service;
- Seeking employment with the City of Escondido for the first time.

Guard and Reserve active duty for training purposes **does not** qualify for veterans' preference. Proof of eligibility (copy of DD-214) must be submitted at time of application, or later if the creation of the eligibility list will not be delayed.

Veterans' preference credit will only be applied to eligible applicants who attained a passing grade (total score exclusive of credit) on the final open examination.

- ***How can I find out the status of my application?***

You can call the Human Resources Department at (760) 839-4643 between 7:30 a.m. and 5:30 p.m., Monday through Thursday (closed on Fridays). State the specific title of the position that you applied for. A Human Resources representative will inform you of the status of your application and the recruitment process. Please allow one week after the close of the recruitment prior to contacting Human Resources.

- ***What happens after my name is placed on the eligibility list?***

Once you have successfully completed the screening process, your name is placed on an eligibility list for that particular position. The hiring department can then request that the Human Resources Department certify candidates from the eligibility list for employment consideration. The hiring department can contact and interview as many candidates as necessary to fill the vacancies within their department. In many instances, the hiring department is not required to contact/interview all applicants on the eligibility list.

- ***How long will my name remain on the eligibility list?***

Your name will remain active on the eligibility list for 3 months. However, the hiring department can request that the eligibility list be extended for up to two years or abolished at any time.

HELPFUL TIPS:

- ✓ Applicants are responsible for making copies of their application materials for their own records.
- ✓ Submit a separate employment application for each position that you wish to apply for.
- ✓ Applications are only accepted for currently open positions. Otherwise, you can submit a job interest card which is located at the Human Resources Department. If you are unable to complete the card yourself, provide the exact title of the position you are interested in, your name and address, and a card will be filled-out by our staff for you. Please direct your e-mail to Human Resources at personnel@escondido.org, or call (760) 839-4643. The cards are kept on file for a period of one year. You will be notified if the particular position opens within that time.
- ✓ Applicants may apply for the same open positions every six months.
- ✓ Job descriptions for City positions can be located on the City's website at <http://www.ci.escondido.ca.us/depts/hr/directory/index.html>, or you can obtain a copy from the Human Resources Department. These are not open jobs but rather a listing of all current positions within the City of Escondido's organization.
- ✓ If you would like to request a special testing accommodation, please contact the Human Resources Department at (760) 839-4643.

