

Personal Information

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Instructions - Please read carefully:

This application is the initial part of the examination process. Read the Employment Announcement thoroughly and apply only if you feel reasonably certain that you meet the requirements. Clearly state your qualifications. Incomplete or illegible applications may be DISQUALIFIED. If a question does not apply to you, write N/A. Do not mention religion, politics, race, sex or any other non-job related traits. Notify us promptly if you have a change of address, phone or employer. Fill out this application completely and include all periods of unemployment.

First Name

AUVI

Middle Name

Not answered

Last Name

TONNU

Other Name

Not answered

Phone

(310) 802-5255

Alternate Phone

Not answered

Email

atonnu@citymb.info

Address

14**E.**

City

MANHATTAN BEACH

State

California

Zip Code

90266

Country

United States

Select here if you own a valid Driver's License

Are you at least 18 years of age?

Yes No

Employment eligibility verification pursuant to the Immigration Reform Control Act of 1986 is required of all applicants at time of employment.

Can you submit a birth certificate or other proof of U.S. citizenship or proof of residence alien status if selected for hire?

Yes No

Person to notify in case of an emergency

Christine

Phone

(310) 802-5255

Address

1400 Highland Ave.

City

Manhattan Beach

State

California

Zip Code

90266

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Education

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Highest Education Level

Bachelor's Degree

High School Name

Guilford High

High School Graduation Status

High School Diploma

Have you attended any colleges, universities, business or trade schools that are applicable to this position?

Yes No

Please list any Colleges, Universities, Business or Trade Schools you attended which are applicable to the position.

School Name

UNCG

School Address

Not answered

City

Greensboro

State

North Carolina

Zip code

27214

Country

United States

From

09/01/2000

To

06/01/2004

Major Subject

Math

Total Units

4 years

Degree/Diploma

Bachelor's

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Work Experience

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Starting with your present/most recent position, work backwards and list all positions you have held in the last 10 years. List volunteer, part-time or military positions if applicable. It is critical that you provide complete information.

Employer Name

City of Manhattan Beach

Address

1400 Highland Ave

City

Manhattan Beach

State

California

Zip Code

90266

Country

Not answered

Phone

(310) 802-5258

From

06/01/2017

To

11/17/2017

Position Title

HR Analyst

Hours per Week

40

Ending Monthly Salary

\$ 5000

Number of Employees Supervised

0

Title of Supervisor

HR Manager

Name of Supervisor

Christine

Reason for Leaving

still employed

Description of Duties

works as HR Analyst including survey study, compensation, recruitment, assist with dept. budgetting

Select here if we may contact this employer

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Certifications & Licenses

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Do you have any certifications or licenses that are relevant to the position?

Yes No

Please list any certification and/or license you have earned which are relevant to the position.

Certification/License Name

SHRM-CPHR

License Number

Not answered

Issuing Authority

SHRM

Issue Date

Not answered

Expiration Date

Not answered

Agency Wide Questions

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Are you related to any current employee or official with this organization?

Yes No

Have you ever been employed by this organization?

Yes No

Do you claim Veteran's credit?

Yes No

A DD214 from the U.S. Armed Forces must be submitted as an attachment at the end of this application prior to the filing date.

Are you currently or have you ever been enrolled in CalPERS?

Yes No

Name of Agency

CITY OF GARDENA

Were you ever discharged, rejected during probation or have you resigned under pressure or unfavorable circumstances from any employment?

Yes No

Please list any certificates of professional or vocational competence, licenses, memberships in professional associations

Not answered

Please list any machines or equipment you can operate related to this position

Not answered

Do you have any special experiences, skills or qualifications which you believe would be especially contribute to the position applied for?

Not answered

Languages spoken other than English

Not answered

What type of job are you looking for?

Contractor

Full Time

Intern

Limited Term
Part Time
Temporary
Volunteer

What shifts are you available to work?

Day
Evening
Night
Rotating
Weekends
On Call

Are you willing to relocate?

Yes
No

What is your compensation expectation?

Not answered

What source did you learn of this position? (Check all that applied)

City Website www.citymb.info
Job Interest Card
Personal Inquiry at City Hall
Newspaper
Job Ad
Other (Describe)

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Voluntary Supplemental Questions

Page 1

The City of Manhattan Beach considers qualified applicants for employment without regard to race, color, religion, national origin or ancestry, disability, genetic information, gender, age, sexual orientation, covered veterans status, or any other protected status. The information obtained may only be used to provide statistical information on applicant flow patterns to the Federal Equal Employment Opportunity Commission (41 CFR 60-2.12). White your reply will be most helpful to use in reporting accurate data, **disclosures in this section are completely voluntary.**

Completing this section is for inclusion in statistical reports required by various governmental regulations and agencies. This information is not part of the selection process.

Gender:

Male

Female

I do not wish to disclose

Race/Ethnic Identification (check one):

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American - A person having origins in any of the black racial groups of Africa.

American Indian or Alaska Native - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including: for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Two or more races - All persons who identify with more than one of the above five races.

I do wish to disclose

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Attachments

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Please upload resume or other attachments.

Maximum size allowed: 5 MB.

Allowed types: .doc, .docx, .pdf, .rtf, .txt

Cover Letter

List any relevant professional licenses or certificates

Additional Attachment (i.e. Resume, Supplemental Questionnaire, etc.)

Waiver and Release of Information

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IMPORTANT: By checking this box constitutes an electronic signature.

Checking this box, I hereby request, authorize and consent to release of information to the City of Manhattan Beach regarding my previous and/or current employment with the Responding Agency for the purpose of evaluating my suitability for employment. I further authorize the Responding Agency or its agent to respond to any verbal or written request regarding my employment record, including but not limited to: positions held; dates of employment; beginning and end pay rates; work performance; disciplinary records, including any records which were sealed as part of a settlement; reliability and any incidents of dishonesty; insubordination, violence and/or unsafe behavior; harmful or threatening behavior, including information based upon materials in my personnel file. I direct the Responding Agency or its agents to release such information regardless of any agreement, instructions or representations I may have previously made with Responding Agency to the contrary. I further authorize the Responding Agency or its agents to answer whether it would rehire me.

In addition, I authorize the Responding Agency to release the contents of and/or to provide a photocopy of my entire personnel file with Responding Agency, if requested by the City of Manhattan Beach, including any documents sealed pursuant to any settlement agreement or stipulation, and all application information including questionnaire, interviews, and education transcripts. I further authorize the disclosure of all records to which, as an employee, I would have or did have access under Labor Code Section 1198.5 or for firefighters Government Code Sections 3255 and 3256.

I have received a copy of this Waiver and Release and had adequate time to review. I understand the meaning and purpose of this Waiver and Release, and by signing this document, I release the Responding Agency including its officers, employees, or related personnel both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, and family associated because of this Waiver and Release or any attempt to comply with it. Specifically, the Responding Agency will not be subject to any civil liability for any relevant cause of action by virtue of releasing information identified above in compliance with California Civil Code Section 47 as amended.

This Waiver and Release will expire one (1) year after the date signed. A photocopy of this Waiver and Release is to be considered as valid as an original.

Criminal Conviction Questionnaire

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Pursuant to AB 218 exclusion laws states that any position requiring criminal conviction backgrounds complete a questionnaire listing convictions and details. **Please complete and**

attach to your application. The following information will not be used for screening purposes of minimum qualifications.

Have you ever been convicted by any court of any offense?

Yes No

Conviction of a Felony will not necessarily result in automatic disqualification for the position, nor will conviction of a misdemeanor. However failure to give complete and accurate information may be grounds for rejection of this application, removal of your name from the eligibility list or dismissal from your position.

A plea of "no lo contendere" has the same force and effects as a guilty plea, is considered a conviction, and must be disclosed. Include any convictions by military trial. List all cases other than minor traffic violations. (Driving under the influence, reckless or hit-and-run driving are NOT minor traffic violations) You are not required to disclose convictions over two years-old for violations of Health & Safety Code Sections 11357, 11360, 11364, 11365 or 11550, (or predecessor statutes) which relate to marijuana. PLEASE NOTE: A full disclosure by you is to your advantage as your record does not constitute an automatic bar to employment. Factors such as, but not limited to, age at the time of offense(s) and recency of offense(s), as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account.

Police Dept. Pre-Employment Questionnaire

Page 1

If you fail to answer each question completely, your application will not be processed. Please attach additional documents if necessary.

Do you have a valid Social Security Number?

Yes No

Are you at least 20 ½ years of age?

Yes No

Are you a Citizen of the United States?

Yes No

Have you ever used or experimented with any illegal drugs, narcotics, or other illegal substances, including Marijuana?

Yes No

Have you ever used prescription medication, such as pain pills or any mood altering medication, for which you did not have prescription?

Yes No

Please list any misdemeanor and/or felony convictions. Include any convictions that have been sealed or expunged from your criminal record. The Manhattan Beach Police Department will consider the nature, date and circumstances of any criminal defense as well as whether the offense is relevant to the position. Please type "N/A" if not applicable.

N/A

Have any of your previous or current employers initiated any disciplinary action against you including written reprimands, suspensions, reduction in pay, demotions or terminations?

Yes No

May the City of Manhattan Beach have access to the personnel file for a reference check?

Yes No

Are you currently attending a CA P.O.S.T. Certified Academy?

Yes No

Have you been terminated from any position or resigned in lieu of termination?

Yes No

Have you ever been asked to leave from a volunteer position?

Yes No

Please list other agencies where you have applied for Police Officer and your status in the process. Please type "N/A" if not applicable.

N/A

By checking this box, I hereby certified that all statements made in this questionnaire sections are true and complete to the best of my knowledge and belief. I authorize the City of Manhattan Beach to investigate my qualifications, employment record, character and other areas listed in this questionnaire section through inquiries to any sources mentioned in this questionnaire section, unless otherwise stated, and I understand and agree that any misstatements or omissions of material fact herein may cause forfeiture on my part of all rights to employment by the City of Manhattan Beach.

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Supplemental Questionnaire

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The purpose of this questionnaire is to provide applicants the opportunity to describe in detail their experience as it relates to the duties of this position. Respond as briefly as possible, but be specific, thorough, and accurate in providing details. This supplemental questionnaire will be used to assist the City of Manhattan Beach in selecting candidates to participate further in the selection process. You may upload attachment for additional response.

Describe a specific conflict or scandal that you overcame. Please provide as much details as possible. *(Don't worry! We promised not to gossip about this)*

I never have a conflict or scandal.

If you could overthrow one of the current City of Manhattan Beach HR Managers, who would that be and why? Please provide details of your plan of actions.

I'm good where I'm at. So don't want to overthrown any body

Agree & Submit

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IMPORTANT: By checking these boxes below, you are accepting this as your electronic signature. PLEASE READ CAREFULLY BEFORE SIGNING:

By checking this box, I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief. I authorized the City of Manhattan Beach to investigate my qualifications, employment record or character through inquires to any sources mentioned in this application, unless otherwise stated in this applicaiton, and I understand and agree that any misstatements or omissions of material fact herein may cause forfeiture on my part of all rights to employment by the City of Manhattan Beach

By checking this box, I further agree to be fingerprinted, to submit to a complete medical examination by a City physician, to sign an oath of office, and to furnish such proof of education and citizenship or legal right to work in this country as may be required as a condition of employment. Completion of these conditions does not imply an offer of employment.

By checking this box, I acknowledge that: In accordance with California Government Code section 3100, et., seq. all City of Manhattant Beach employees are considered disaster service workers who may be required to report to duty, or remain on duty to address disaster service activities of an emergency or disaster and are required to undertake an application loyalty oath.