



## Employment Information

**Equal Opportunity** – The City of Santa Paula is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We are an employer who does not discriminate on any basis of race, color, religion, sex, national origin, marital status, medical condition or disability.

**Application Process** – A City of Santa Paula application can be obtained at 970 Ventura Street, Santa Paula, CA, 93061 or on our website on the Employment Opportunities page. All applicants must submit required materials/documents by the filing deadline as specified on the job posting. All materials/documents must clearly indicate that the applicant meets the minimum requirements and will be used in the screening process.

All statements made on the application, resume and supplemental materials/documents are subject to verification. Any false statements may be cause for disqualification, removal from the eligibility list or discharge from employment.

**Selection Procedure** – An eligibility list is established through competitive examination, which may consist of any combination of written examination and/or oral interview.

The City of Santa Paula makes reasonable accommodations for the disabled. If you believe you require special arrangements to participate in the testing process, you must inform the Human Resources Department in writing no later than the final filing date of applying for the position. Any applicant who requests such accommodations must document their request with an explanation and extent of the accommodation required.

**Medical Examination** – Prior to starting work, all prospective employees are required to pass a medical examination administered by a City physician and meet the medical standards of the essential functions of the position for which they are being hired. Prospective employees may be required to pass a Drug and Substance Screening prior to hire, depending upon employee's job classification.

Candidates will also be required to complete a thorough background investigation.

**Introductory Period** – All employees must satisfactorily complete an introductory period, which is six months to one year in length, depending on the employee's job classification.

**Loyalty Oath** – All employees are required by law to sign a loyalty oath to the United States and the State of California Constitution at the time they are hired.

**Legal Requirement** – On the first day of employment, new employees must provide proof of citizenship or documents of legal right to work in the United States in compliance with the Immigration Reform Act of 1986.