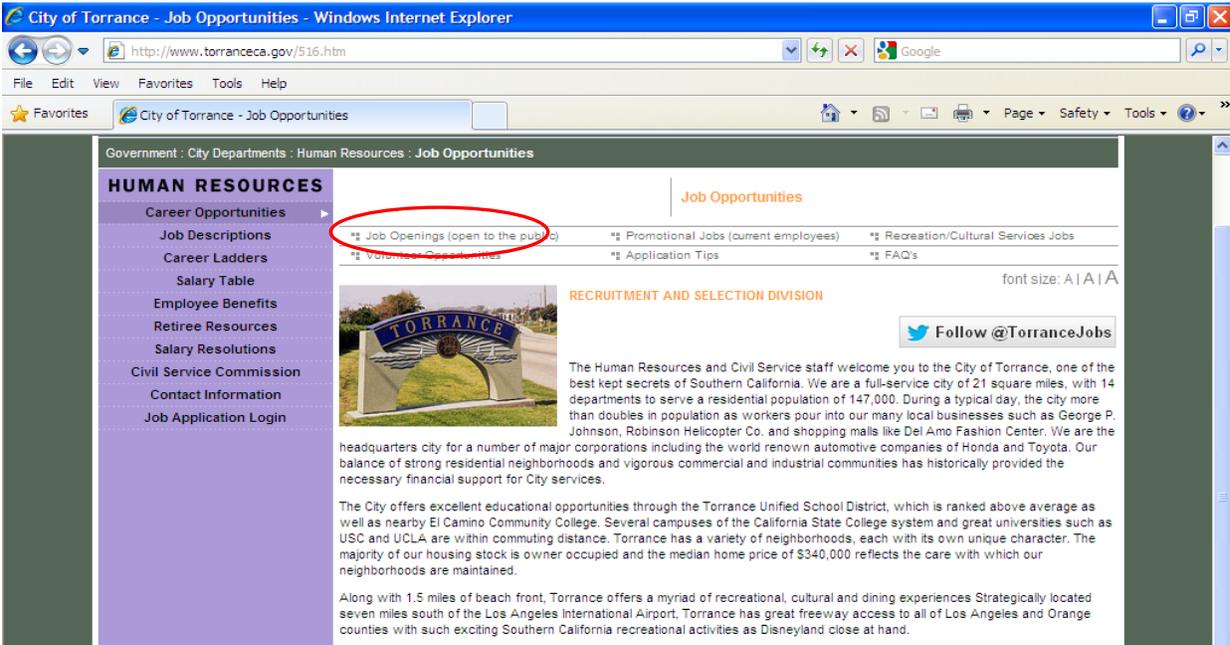


CITY OF TORRANCE ON-LINE APPLICATION

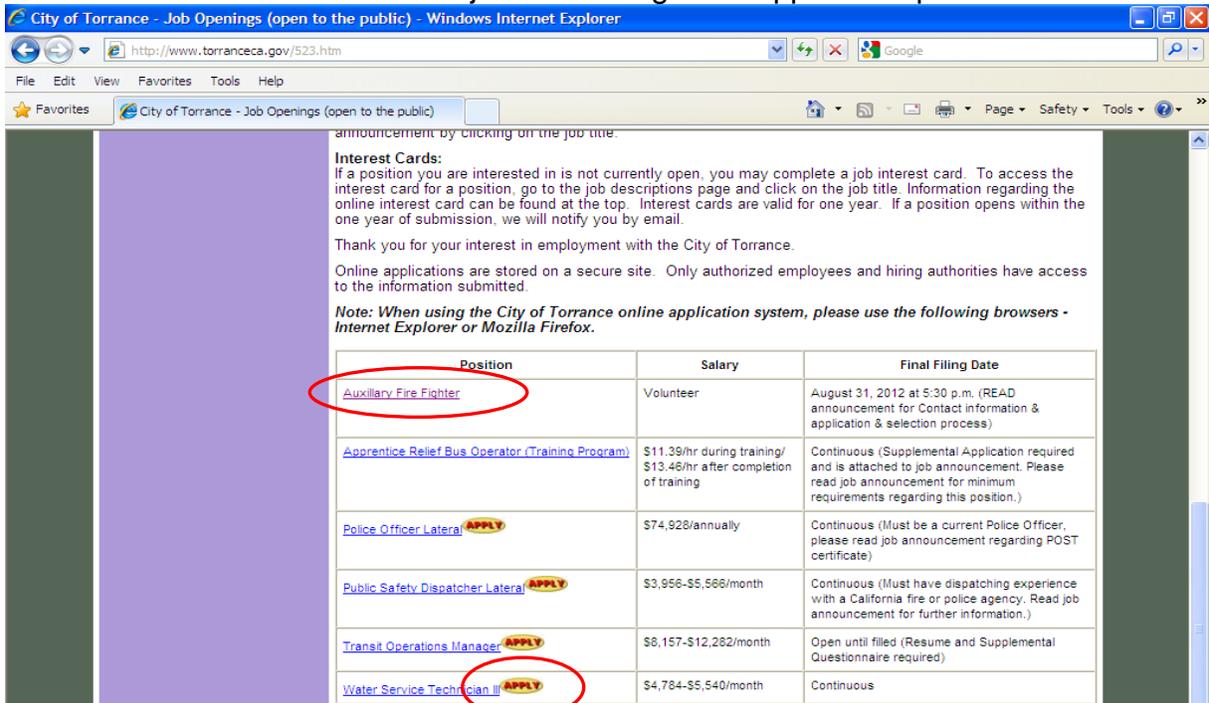


Note: Be sure to save your application often. You will be automatically logged out of your applicant account after 60 minutes and may also lose any information not saved.

Once you've reached the Career Opportunities page on the City of Torrance website, click on **Job Openings (open to the public)**.



Scroll down the page to the Job Openings table click on the job title for information on the position and click **APPLY** next to the job title to begin the application process.



SECTIONS OF THE ON-LINE APPLICATION

Please plan on spending about one hour to complete your application if you have all your information ready to enter. There are several sections of the on-line application:

- Personal Information
- Education
- Experience
- Resume (required for some jobs, refer to the job announcement)
- Certification
- Submit

BASIC FUNCTIONS WITHIN THE ON-LINE APPLICATION SCREENS

[Save](#) – This link saves the information that you have entered on the screen and keeps you on the current screen.

[Save and Next](#) – This link saves the information on the current screen and moves you to the next screen.

[Save and Previous](#) – This link saves the information on the current screen and then moves you back to the previous screen.

[Exit](#) – This link exits the on-line application.

[Help?](#) – This link provides you with a list of Frequently Asked Questions also known as FAQ's.

[My Account](#) – This link allows you to edit your contact information.

[Logout](#) – This link takes you out of the on-line application.

[Job Application Home](#) – This link takes you to your previous job applications and interest cards.

Step 1: Create an account

Fill out the form by entering your email address and creating a password.

Once you create an account, you will receive an email with a link to activate your account.

Once you activate your account, you may log back in and start the application process.

Step 1 - Account Creation

Email

Confirm Email

Password

Confirm Password

[Next](#)

[City of Torrance WebSite Policy Disclosure](#)

Step 2: Fill out the application

Once you log back into the website, you can start your application. Please read the information on this page. Applicants who are selected for employment will be subject to a medical examination and fingerprinting. You will also be required to show proof that you are lawfully authorized to work in the United States.

Job Application Home [jobsintern@torranceca.gov](#) | [My Account](#) | [Log Out](#)

font size: A | A | A

Instructions: This application is part of your examination and should be carefully and completely filled in. Incomplete or illegible applications may be disqualified. A separate application is required for each position in the City. A resume may be included or required in some cases, *but may not be substituted for a completed City application*. All statements herein are subject to verification. Job announcements are available from the Human Resources Department. These contain important information which should be reviewed prior to filling an application. [Help](#)

Each applicant selected for employment will be medically examined at City expense and fingerprinted. Federal law requires that employers hire only United States citizens or aliens lawfully authorized to work in the United States. If hired, documentation of your legal right to work in the United States will be required before you begin employment.

[Continue](#)

Once you are done reading, click [“Continue”](#).

In the next section you will fill in your Personal Information.

The fields with a red asterisk (*) denote required information. If you do not fill these out, you will not be able to proceed to the next section of the application.

The screenshot shows a web browser window with the URL <https://jobs.torranceca.gov/Applicant/ApplyPersonalInfo.aspx#top>. The page title is "Personal Info - Windows Internet Explorer". The browser's address bar shows the URL. The page content includes a navigation menu with links for "Personal Information", "Conviction Record", "Education", "Experience", "Resume", "Certification", and "Submit". The main heading is "Personal Info - Water Service Technician III". The form contains the following fields and options:

- 1. *Last Name: Seeker; *First Name: Job; Middle: []
- 2. Position applied for: Water Service Technician III
- 3. *Street Address: 3231 Torrance Blvd.; *City: Torrance; *State: CA; *Zip: 90503
- 4. *Social Security No.: XXX-XX-6789
- 5. Phone Numbers (Include area codes): *Phone number: 310-618-2915; Alternate phone number: []
- 6. *E-Mail: JobsIntern@TorranceCA.gov
- 7. *If hired, can you submit proof of your legal right to work in the United States? Federal law requires that employers hire only United States citizens or aliens lawfully authorized to work in the United States. If hired, documentation of your legal right to work in the United States will be required before you begin employment. Yes No
- 8. Have you ever worked for the City of Torrance? Yes No (Please add to Employment History)
If "Yes":
Position: Maintenance Worker; Dates From: 01/07/2008; Department: Public Works; Dates To: 08/17/2012; Name(if different): []
- 9. Driver's License No: []; State: (Select); Expr. Date: mm/dd/yyyy; Class: []
- 10. *Have you ever been discharged or forced to resign a position because of misconduct or unsatisfactory service? Yes No
- 11. *Do you have any relative working for the City of Torrance? Yes No
If "yes", give Name: []; Department: []; Relationship: []
- 12. Please list any license, certificate or credential that is needed to qualify for the examination (please see job announcement):
Name of Cert, License, etc.: []; Licensing Board Name: []; Number (if applicable): []; Expiration Date: mm/dd/yyyy
- 13. *Availability: Full-time Temporary Part-time

Optional Info

Instructions: To further its commitment to Equal Employment Opportunity and excellent service, the City of Torrance request that applicants voluntarily provide the following information. Your cooperation is essential to our success. All information is confidential, and this section will be detached from your application packet prior to application review.

- 1. Gender: Male Female
- 2. Race: Asian/Pacific Islander Black Hispanic Native American White
Note: Race and gender information is for statistical reporting purposes only and is not used in hiring.
- 3. Veteran's Preference:
Veterans of the armed forces, who have received Honorable Discharges from active duty, shall receive an additional ten percent (10%) to their final score.
Are you requesting Veteran's Preference Yes No
Note: To establish eligibility for Veteran's Preference, applicants must attach a copy of their discharge from Service form (e.g. DD214) with a status

Fields 1, 3, 4, 5, 6 are required fields.

The job title will automatically be filled in for you.

Field 8 requires your dates of employment with the City of Torrance.

Enter the dates in this format, MM/DD/YYYY. December 18, 2008 is 12/18/2008

Fields 10, 11, 13 are required fields.

If you mark yes on question 3 in Optional Info, you must send a copy of discharge from the Service (e.g. DD214) to the Human Resources Department to receive credit.

The screenshot shows a web application interface with a dark green header and footer. The main content area is white. Question 4 is titled "4. Disability Status:" and includes a paragraph of text, two radio buttons for "Yes" and "No", and a line of text asking for return methods. Below this are two blue links: "Download ADA Form (PDF)" and "Get Adobe PDF Reader". Question 5 is titled "5. How did you hear about this position?" and features a list of eleven radio button options. At the bottom right of the form area are three blue links: "Save", "Exit", and "Save and Next". The footer contains a navigation menu with links for "Contact Us", "FAQs", "News", "Events Calendar", "Sitemap", "Disclaimer", and "Home", along with a copyright notice for 2012 City of Torrance.

4. Disability Status:
Applicants with disabilities who require special testing arrangements must submit a [Request for Reasonable Accommodation form](#) and submit it to the Human Resources Department PRIOR to the final application filing date. You may request this form from the Human Resources Department.

Do you require this form? Yes No

If Yes, please download the ADA Form, fill it out, sign it and return it to us using one of the methods listed below.

[Download ADA Form \(PDF\)](#) [Get Adobe PDF Reader](#)

Return to us

By Fax: (310) 618-2927
By Mail or walk-in:
3231 Torrance Blvd
Torrance, CA 90503

5. How did you hear about this position?

- CareerBuilder
- City of Torrance Employee
- City of Torrance Interest Card
- City of Torrance Job Hotline
- City of Torrance Website
- Direct Mail (i.e. email)
- Internet Posting (name of website)
- Job Fair (where)
- Jobs Available
- Other Newspapers (name)
- Others
- Trade Association/Newsletters (name)

[Save](#) [Exit](#) [Save and Next](#)

Contact Us | [FAQs](#) | [News](#) | [Events Calendar](#) | [Sitemap](#) | [Disclaimer](#) | [Home](#) © Copyright 2012 City of Torrance

If you require special testing arrangements, answer yes to question 4. You will need to complete and submit the Request for Reasonable Accommodation form. You must have Adobe PDF Reader on your computer to open the form. Click on Get Adobe PDF Reader if you don't have it on your computer. Click on the Download ADA Form to print the form. Complete the form and return it to the Human Resources Department.

Note: the Optional Info section is voluntary

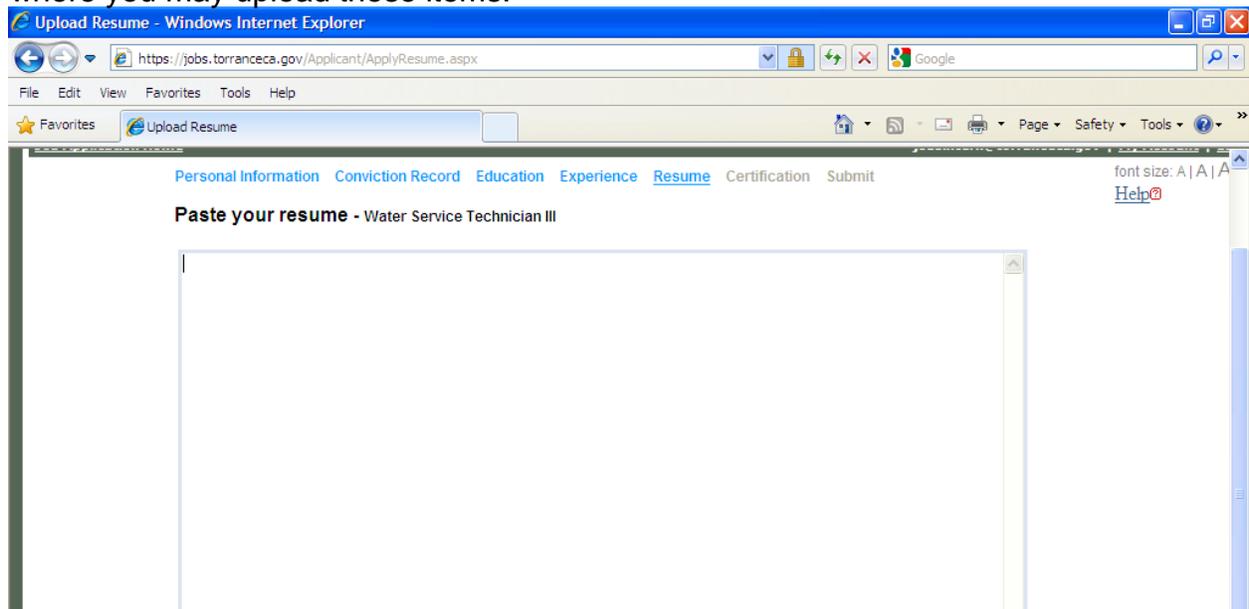
In Field 5 of the Optional Info section, please let us know how you found out about the job.

Click "[Save and Next](#)" to proceed to the next screen.

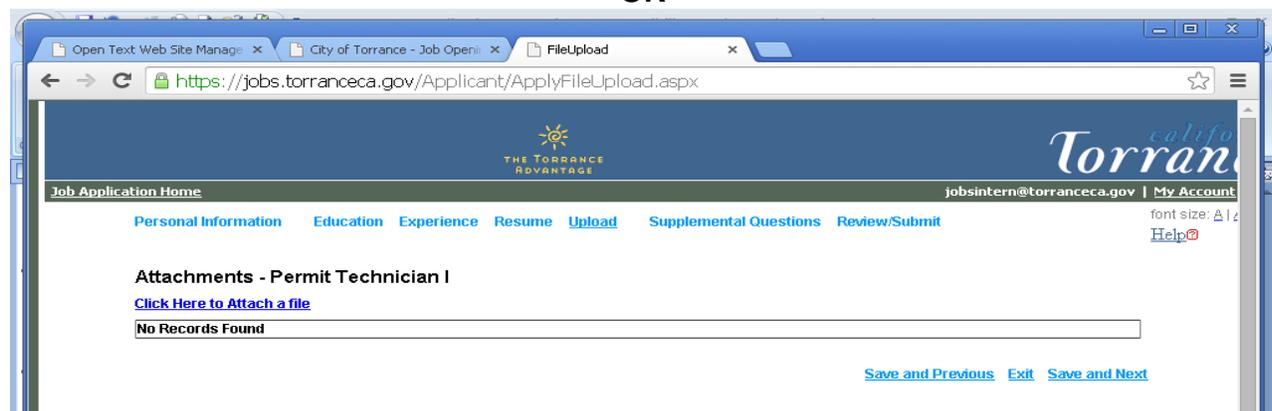
In this section, fill out your Education and Training history. Once completed, click “[Save and Next](#)”

Next, fill out your Job History. If you have more than one position to enter, click on “[Click here to add another](#)”. Once completed, click on “[Save and Next](#)” to continue.

In this section, you can paste your resume (*Please note any formatting of your resume will be lost and will become strictly text*). If you wish to submit a formatted resume or any other certificates or documents please click on [“Save and Next”](#) to go to the next step where you may upload these items.



OR



Once you have uploaded your resume or any other certificates or documents you wish to upload click on [“Save and Next”](#).

Some positions require supplemental questions and they must be completed in this section. **Note: If you need more than 60 minutes to complete the supplemental questions, we suggest you complete them in a Word document and cut and paste into the application.**

The screenshot shows the 'Supplemental Questions' section for a 'Transit Operations Manager' position. The page header includes the Torrance logo and navigation links: 'Personal Information', 'Conviction Record', 'Education', 'Experience', 'Resume', 'Supplemental Questions', 'Certification', and 'Submit'. The questions are as follows:

1. Describe your professional level experience in operations (include in your response your experience in managing operations with around the clock shifts). Explain your role, level of responsibility, number of employees supervised and budget size.
2. Describe your experience in monitoring and enforcing employee compliance with regulations, rules, policies, and procedures. Cite examples and explain how you handled the situation and describe the outcome.
3. Describe your experience in employee relations including performance management, discipline, and grievances in a unionized work environment. Cite examples and explain how you handled the situation and describe th outcome.
4. Describe your experience in project management. Provide examples of projects you were required to manage and the outcome. Indicate if your projects involved independent or team work.

Each question is followed by a large empty text box for the applicant's response.

In this section, read the statement and indicate if you agree that all the information you have entered is true. Click on "[Save and Next](#)" to proceed to the next screen.

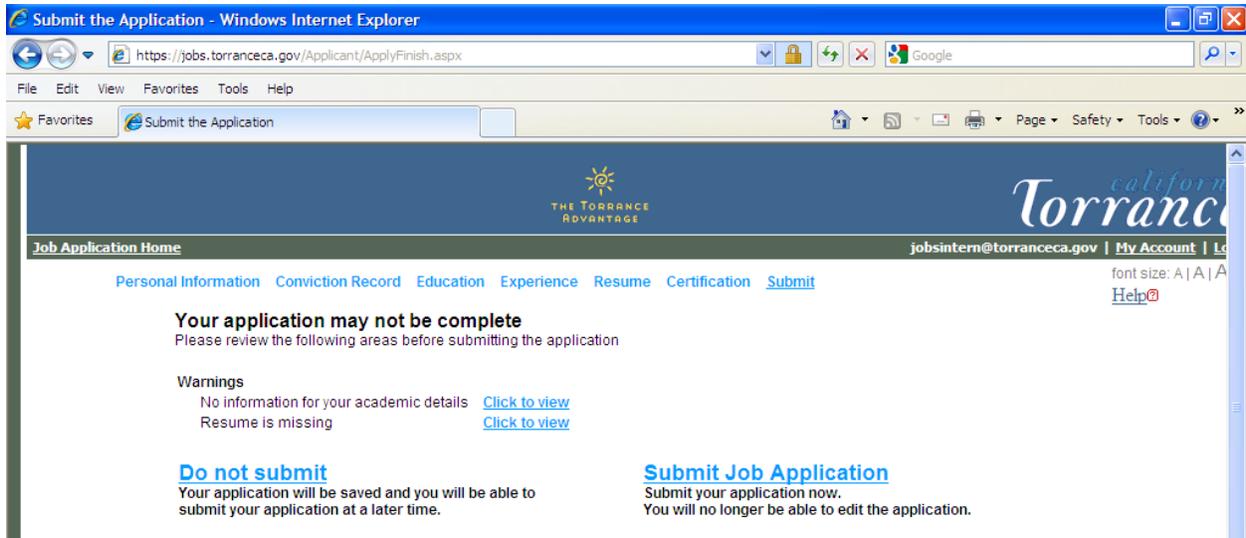
The screenshot shows the 'Certification' section for a 'Water Service Technician III' position. The page header includes the Torrance logo and navigation links: 'Personal Information', 'Conviction Record', 'Education', 'Experience', 'Resume', 'Certification', and 'Submit'. The certification statement reads:

I hereby certify that all statements made in this application are true and complete, and that any misstatements of material facts may be subject to disqualification or dismissal. I further authorize investigation of all statements in this application form if I am considered for employment. Previous employers, personal references named, or any other persons to whom the City may refer, are authorized to give any and all information regarding my employment or scholastic history together with any other information, personal or otherwise, that may not be on their records.

Below the statement are two radio buttons: I Agree and I Do Not Agree.

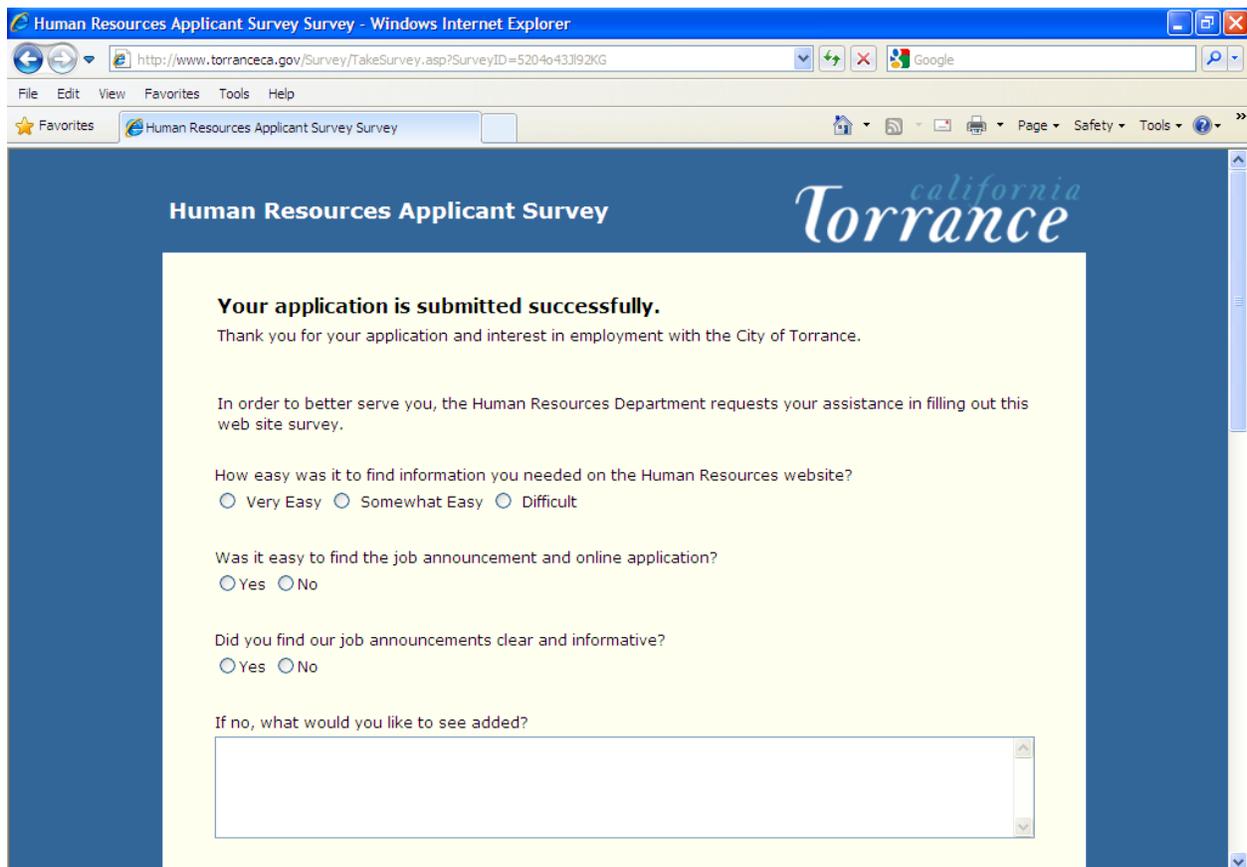
At the bottom of the page, there are four navigation links: [Save and Previous](#), [Save](#), [Exit](#), and [Save and Next](#).

If you think your application is ready to be submitted, click on “[Submit Job Application](#)”. If you would like to go back and review your information or change anything, click on “[Do not submit](#)”.

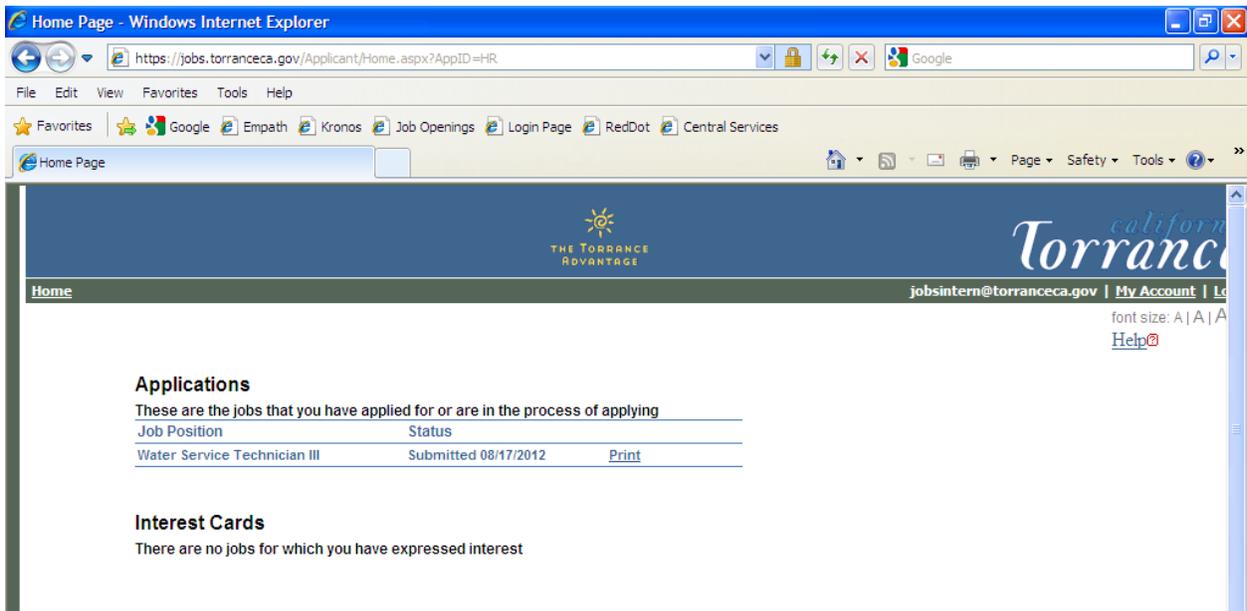


You may print a copy of your application for your records after submitting the application.

Once you complete the application, a survey will pop up. This survey is optional, but your feedback allows us to make sure the application process is as efficient as possible.



The “[My Job Applications](#)” screen shows you a history of all of the jobs you have applied to using our system. You are able to print the application at this time and is your confirmation of application submission when you can no longer edit the application.



***Once you have successfully completed your application you will receive a confirmation email to the email address that you provided.**

If you have any other questions regarding the City of Torrance online application that were not covered in this guide, please call our office at (310)618-2915 and we can assist you.