

**APPLICATION TRACKING SHEET**  
**City of Willows**

Date \_\_\_\_\_

Completion of this form is voluntary. The data will be used solely for research and statistical purposes and in no way affects any employment decision. In accordance with State law, the form will be separated from your employment application immediately upon receipt, and the information received will not be made available to any person involved in the hiring process. Your cooperation in answering all the questions completely and accurately is appreciated.

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position Applied For \_\_\_\_\_

Birth Date \_\_\_\_\_ Sex \_\_\_\_\_

Disability Status:     Visual Impairment     Hearing Impairment     Speech Impairment     Physical Disability  
                          Emotional Impairment     Developmental Disability     Other \_\_\_\_\_

I heard about this job from: (check one)

- City Employee
- Job Announcement
- Notified by City
- Job Line
- Job Fair
- City Manager's Office
- Newspaper Advertisement - Name of Newspaper \_\_\_\_\_
- Employment Development Department – City \_\_\_\_\_
- Other – Specify \_\_\_\_\_

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of the individual applicants on the basis of visual observation or surname.

Please check one box for each of the following categories:

**ETHNICITY CATEGORY**

- Hispanic or Latino**
- Not Hispanic**

**RACE CATEGORY**

- American Indian or Alaska Native**
- Asian**
- Black**
- Native Hawaiian or Other Pacific Islander**
- White**

Were you treated courteously by the City's personnel staff?     Yes     No  
Did the person you talked to provide you with all the information you need concerning City employment?     Yes     No  
Were the application procedures and written instructions clear and understood?     Yes     No

If you answered no to any of the above, please specify so we may improve in the future \_\_\_\_\_

**The City of Willows is an Equal Opportunity Provider. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C. 20250.**