

Instructions For All Applicants

The instructions below **must** be followed in order to insure that your application is processed accurately and completely.

This application **must** be filled out completely. Fill in everything that pertains to you. **Do not** leave any blanks where information is needed. Be prepared to spend at least 1 to 2 hours for the processing of your application.

Write clear and legibly.

Bring with you one of the following for identification purposes:

- **CA Drivers License or Identification Card** (must be valid)
- **Out-of-State Drivers License** (must be valid)
- **Passport** (must be valid)

When filling out the "**Employment History Information**" please make sure the following is included:

- **Name of Business**
- **Complete Street Address** (number, street name, city, state and zip code)
- **Accurate Dates of Hire** (From and to dates)

If you were **not** born in the United States, you must bring in one of the following:

- **Alien Registration Card** (green card - must be valid)
- **Original Certificate of Naturalization**
- **United States Passport** (must be valid)

**THE ATTACHED APPLICATION MUST BE FILLED OUT COMPLETELY
BEFORE YOU COME IN TO BE FINGERPRINTED - NO EXCEPTIONS**

If you have any questions, please contact the Gardena Police Department Records Bureau at 310-217-9600. Someone will assist you in answering any questions that you have.

THANK YOU FOR YOUR COOPERATION AND PATIENCE

For Department Use only

ID # _____

EMPLOYER: _____

DATE: _____

GARDENA POLICE DEPARTMENT

TAXI PERMIT APPLICATION

GARDENA POLICE DEPARTMENT

WORK PERMIT VERIFICATION FORM

The following is to be completed only by Police Personnel:

FORMS COMPLETED:	CHECK OFF	EMPLOYEE ACCEPTING:
Work Permit Application	_____	_____
Finger printing and photos	_____	_____
Copy of Identification	_____	_____
Application fee/ or copy of receipt from Business License	_____	_____
Completion of application information Form/Tests	_____	_____
Copy of Massage Certification Or Diploma of 200 hr. Course (if applicable)	_____	_____
Copy of Massage Certification From Los Angeles County Health (if applicable)	_____	_____
Copy of ABC License (if applicable)	_____	_____

PERSONNEL WILL VERIFY ALL COMPLETED STAGES OF THE APPLICATION PROCESS WITH THEIR SIGNATURE.

GARDENA POLICE DEPARTMENT OFFICE OF BUSINESS LICENSE

NOTICE TO WORK PERMIT APPLICANTS

The Gardena Police Department requires that all individuals who are employed as gambling enterprise employees, massage therapists, taxi operators/drivers, adult entertainers, Tow Company employees, or city related jobs hold a valid work permit.

All individuals applying for a work permit must complete and submit the following:

1. Work Permit Application.
2. Work Permit Questionnaire.
3. A photocopy of a current California Driver's License or California Identification Card.
4. Request for Live Scan Service. This form must be taken to one of the specified locations on the attached list, whereupon the applicant's fingerprints will be taken and processed. A non-refundable fee must be paid at the time of fingerprinting.
5. A non-refundable application fee must be paid at the time of application to the City of Gardena, by cash.
6. If you are applying for a work permit for one of the classifications below, you must provide the following documents:
 - A. Massage Technician permit - must provide copy of diploma or certificate from a recognized school or institution as stated in the Gardena Municipal Code. Is also required to submit a certificate from the Los Angeles County Health Department, as an institution verifying the knowledge of the applicant in massage therapy.
 - B. Taxi permit - must complete a written test as to his/her knowledge of traffic regulations and the geography of the city.
 - C. Tow Truck Driver permit - within 30 days of employment must provide copy of certificate from "AAA" for Tow Truck Driver Instruction and Training.

**ALL DOCUMENTS AND FEES MUST BE SUBMITTED TO THE
GARDENA POLICE DEPARTMENT / CITY OF GARDENA**



GARDENA POLICE DEPARTMENT

1718 West 162nd Street Gardena, California 90247

Phone: 310-217-9670 Fax: 310-217-9638

www.gardenapd.org



Rod Lyons, Chief of Police

Dear Applicant:

Thank you for your interest in obtaining a City of Gardena work permit. Before you submit your application, you should be aware of a few facts.

The permit application process in Gardena is one of the most scrutinized processes in the City. Gardena citizens want the businesses and everyone involved in them free from any corruption or deceit. This is why we take our regulation of the permits very seriously, including the issuance of licenses.

During the licensing process, we will conduct a thorough check of your background. If you pass our regulations, you will be issued a work permit that will allow you to work in the field you have applied. In addition, you are required per **Section 5.48.090(B) of the Gardena Municipal Code** to notify us whenever there is a change in information, different from originally submitted in the permit application. Such notification shall be in writing and made within **ten** days of the change. Permanent permits issued shall remain in effect for **three** years, unless revoked.

You should know that a work permit is a privilege, not a right, and you must be thoroughly honest on your application. The application for the employee work permit asks: **"Have you ever been convicted of a felony?"** and **"Have you been convicted of a misdemeanor within the past 10 years?"** If you answer **"Yes"** to either question, you must provide the details concerning the arrest.

If you have been convicted of any crime you must list them on the application, regardless of the disposition. If you have any questions, please ask someone at the front desk to assist you. People who failed to disclose arrests have used the following statements:

- My attorney told me I didn't have to disclose.
- I didn't think I was arrested, because I only got a ticket.
- I didn't think the arrest had anything to do with gaming.
- I didn't think that was still on my record.

There is no excuse to withhold information on any previous convictions. You have been informed throughout the application to disclose ALL convictions. You will not necessarily be denied a license if you have ever been arrested, but you will be denied if you fail to disclose any convictions.

Sincerely,

Rod Lyons
Chief of Police

By: Maira Rubi
310-217-9672

I have read and understand this letter.

Signed: _____ Date: _____

GARDENA POLICE DEPARTMENT
OFFICE OF BUSINESS LICENSE
1718 W. 162 STREET
GARDENA, CA 90247
(310) 217-9654

WORK PERMIT APPLICATION

(Type or print clearly in ink)

1. Name of Applicant: _____
Last First Middle
2. Job Title: _____
3. Name of Business Establishment: _____
4. Business Establishment Address: _____
5. Business Telephone Number: (_____) _____

I understand that this application is a public document. Any information provided on this form will be available for public inspection (Business & Professions Code §19820).

Applicant Signature

Date

Owner or Hiring Agent Signature

Date

NOTICE

AN APPLICATION MAY NOT BE WITHDRAWN WITHOUT THE PERMISSION OF THE CHIEF
OF POLICE

WP/Control # _____

Date Received _____

Fee Received _____

Reviewed By _____

WORK PERMIT QUESTIONNAIRE

Type or print clearly in ink an answer to every question. If the space available is insufficient, use a separate sheet and precede each answer with the appropriate question number. If a question does not apply to you, so state with "N/A." Do not misstate or omit any material fact(s) as each statement made herein is subject to verification.

You are advised that this personal history record is an official document. Any misrepresentation or failure to reveal requested information may be deemed to be sufficient cause for the denial of your application, or revocation of your permit.

NAME OF BUSINESS ESTABLISHMENT: _____

1. PERSONAL INFORMATION:

Last Name		First Name		Middle Name	
Alias(es), Nicknames, Maiden Name, Other Name Changes, Legal or Otherwise					
Present Resident Address		City, State, Zip		Home Phone Number (Include Area Code)	
Occupation:					
Social Security No.		Driver License No.	State Issued	Expiration Date	
Date of Birth			Place of Birth (City, State)		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Eye Color	Hair Color	Weight	Height	Race/Ethnicity
Marks, Scars, Tattoos:					
Are you a United States Citizen Yes <input type="checkbox"/> No <input type="checkbox"/> Resident Alien: <input type="checkbox"/> Yes <input type="checkbox"/> No Alien Registration No. _____					
If Naturalized, Certificate No. _____ Place of Naturalization _____					
Date: _____					

2. RESIDENCE: excluding your current residence, list all residences you have had for the last 3 years.

Month and Year From - To	Street and Number	City	State / Zip Code

3. **EMPLOYMENT:** Beginning with your current employer, list all places of employment where you have worked during the last 3 years.

Name of Employer	Location	Job Title	Month / Year From - To	Reason for Leaving

4. **CRIMINAL HISTORY (Convictions Only):**

- A. Have you ever been convicted of a felony? Yes No
- B. Have you been convicted of a misdemeanor within the past 10 years? (Convictions dismissed pursuant to Penal Code section 1203.4 must be disclosed) Yes No
- C. Are you currently on probation? Yes No

If your answer to 4 A. Or B. Was "yes" provide details here				
Date of Arrest	Arresting Agency Location - City & State	Original Charge	Final Charge (if amended or reduced)	Disposition (dismissed, not guilty, convicted or expunged)

5. **LICENSING HISTORY:**

- A. Have you ever applied to any local, state or federal governmental agency for a Work employee permit, badge, or licensing in any state? Yes No
- B. Have you ever been denied a work permit or license by any law enforcement agency, or had any such permit or license revoked or suspended? Yes No

If your answer to 5 A. Or B. Was "yes" provide details here If you have been denied, revoked or withdrawn an application, provide details here				
Local Government Agency	Type of Application	Approved or Denied	Dates Held	Reasons for Denial, Revocation or Suspension

Declaration

STATE OF _____

COUNTY OF _____

I, _____, attest that I have read the foregoing Work Permit Questionnaire and know the content thereof; that the statements contained herein are true and correct and contain a full and true account of the information requested; that I executed this statement with the knowledge that misrepresentation or failure to reveal information requested may be deemed sufficient cause for denial or revocation of my permit.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____, 20____, at _____ City, _____ State

Signature of Applicant

AFFIX ONE PASSPORT QUALITY PHOTOGRAPH TAKEN WITHIN THE LAST 30 DAYS



Date of Photograph _____



GARDENA POLICE DEPARTMENT

1718 West 162nd Street Gardena, California 90247

Phone: 310-217-9670 Fax: 310-217-9638

www.gardenapd.org



Rod Lyons, Chief of Police

Dear Applicant,

Thank you for your interest in obtaining a work permit in the City of Gardena. Before you are issued a temporary, or permanent work permit, an application process must be completed.

You will need to make an appointment to be processed by calling the Gardena Police Department Records Bureau at # 310-217-9600. When you come in for your scheduled appointed date and time you will need to bring with you a completed application form which you can pick up from your employer, or at the Gardena Police Department for the work permit you are applying for. You will need to bring in the amount of the licensing fee, along with identification so that we can proceed with the fingerprint and photograph process.

Once this process has been completed, the application will be submitted to the Business License Detail and a preliminary check of the application will be conducted. This preliminary check will take approximately 3 to 5 working days. If there are no problems noted in the preliminary screening, your temporary work permit will be available at the Gardena Police Department after the allotted time, which will allow you to work for 90 days only.

YOU ARE NOT PERMITTED TO WORK UNTIL YOU HAVE OBTAINED A TEMPORARY OR PERMANENT WORK PERMIT.

During the 90 days, an extensive background check will be conducted and your fingerprints will be submitted to the Department of Justice to determine any criminal background. If the background is completed and there are no problems related to your fingerprints, then you will be permitted to obtain a permanent work permit for the time frame specified under the City of Gardena Municipal Code. This permit is good only for the title listed on it. For instance, you cannot apply for a casino work permit and work in an adult entertainment establishment.

If there are problems noted in your background or on your application, you will be notified either by mail or by the licensing detail as to the problem. If the Police Department denies the permit, you have the right to file for an appeal with the City Clerk's Office. The appeal process will be explained to you at the time of appeal or within the denial letter that is sent to you.

Please note the paragraph highlighted above. If you are working within an establishment without being issued a work permit, or have an expired or invalid work permit, then you are in violation of the law, punishable as a misdemeanor. This can also affect any future applications for a work permit within this City.

Sincerely,

ROD LYONS
Chief of Police

By: Maira Rubi (310) 217-9672



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Rod Lyons, Chief of Police

APPLICATION INFORMATION FORM

Your permit is issued on a temporary/conditional basis. The Gardena Municipal Code requires the Police Department to conduct an investigation to determine if an applicant meets the guidelines to issue a permanent work permit.

This temporary permit is valid for **only** 90 days. During this time, the Police Department will either approve or deny your permanent work permit. When approved, you will return to the Police Department to obtain your permanent identification card. Denial notices will be mailed directly to you. Your employer will also be notified so as not to be in violation of the Municipal Code.

Different permit applications require specific information. A massage technician permit of taxicab driver work permit may also require aptitude testing. Please telephone Maira Rubi at (310) 217-9672 to obtain scheduling information of if you have any questions regarding this process. Your permanent work permit cannot be issued until you have a **completed** and **passed** any required tests.

Please sign and date this letter below acknowledging your understanding of the process and the issuance of a temporary 90-day work permit. Your signature will also attest as an applicant, the desire and request for the Chief of Police of the City of Gardena, and/or his agents, employees or lawful representative to take your photograph and fingerprints and forward them, or the classification for such identification, and the Federal Bureau of Investigation or any other law enforcement agency which, in the opinion of the Chief of Police, will serve to disclose any record or arrests to which you may have been subject which resulted in convictions.

Your signature will further agree to hold the City of Gardena, it's officers, agents or lawfully delegated representatives harmless from any action or actions or damages whatsoever or at all, which may result from the taking of such fingerprints or forwarding them to the appropriate law enforcement agency for a record check.

Applicant's Signature: _____ Date: _____

Witnesses By: _____