



CITY OF ONTARIO

Addition/Removal of Employees Form

The Following changes must be approved by the City of Ontario before changes are made.

What is this form?

Complete this form if changes are made to the number of employees employed by the licensee.

Section 1 - Licensee Information

Table with fields: Licensee Name, Trade Name, Premises Address, City, State (OR), ZIP, Premises Phone, Business Email

Section 2 - Change in Number of Employees

Table with fields: Total number of employees before changes, Number of employees being added, Number of employees being removed, Total number of employees after changes

Section 3 - Fees for New Employees

See Ontario Municipal Code (OMC) 3-24-6 and 3-24 for all requirements and regulations

Form with checkboxes for YES/NO and text: Application fee of \$220.00 for each new employee?



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Section 4 - Background Check

YES NO

Completed application for a criminal background check for any new employees (submit copies)

Section 5 - Signature of Applicant

Name of Applicant (Printed): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Section 6 - City Approvals \_CITY USE ONLY

YES NO

Community Development Director Approval Date: \_\_\_\_\_ Initials \_\_\_\_\_.

YES NO

Ontario Police Department Date: \_\_\_\_\_ Initials \_\_\_\_\_.

YES NO

Ontario City Manager Date: \_\_\_\_\_ Initials \_\_\_\_\_.

See Ontario Municipal Code (OMC) Title 3, Chapters 23 and 24.