

RANCHO ADOBE FIRE PROTECTION DISTRICT

11000 Main Street, P. O. Box 1029, Penngrove, California 94951-1029

APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classification.

Please complete all blanks. If not applicable, put N/A in space. A resume will not dismiss the need to complete this form.

Date _____ Position applied for _____

Name _____ Social Security No. _____

Present address _____ how long _____

Previous address _____

Telephone _____ pager _____ other phone/describe _____

Are you over 18 years old? _____

Are you authorized to work in the U.S. on an unrestricted basis? _____

California Drivers License Number _____ expiration date _____

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? _____

Can you perform all essential functions of the job? _____

Are there hours or shifts you cannot or will not work? _____

Are you willing to work overtime as required? _____

Have you ever been convicted of a felony or a misdemeanor involving moral turpitude?

_____ if yes, describe in full _____

(Conviction will not necessarily disqualify an applicant for employment)

Describe any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. (Add additional sheets if necessary. Include copies of certificates.)

EDUCATIONAL BACKGROUND

Name & Location	Years Completed	Did you Graduate?		Course of Study
High School				
College		Major	Degree	
Other				

WORK HISTORY

May we contact your present employer? _____

Please provide the following information for your last ten years of employment starting with your most recent job. Attach additional sheets if necessary.

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor & Title		Job duties & Responsibilities	
Attendance: (circle one) Excellent Good Fair Poor			
Reason For Leaving		Hourly Rate/Salary Start \$_____ per _____ Final \$_____ per _____	

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor & Title		Job duties & Responsibilities	
Attendance: (circle one) Excellent Good Fair Poor			
Reason For Leaving		Hourly Rate/Salary Start \$_____ per _____ Final \$_____ per _____	

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor & Title		Job duties & Responsibilities	
Attendance: (circle one) Excellent Good Fair Poor			
Reason For Leaving		Hourly Rate/Salary Start \$_____ per _____ Final \$_____ per _____	

PERSONAL REFERENCES

Name	Telephone	Nature of reference (personal/professional)

Person to contact in case of emergency: _____
(name and phone number)

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that false statements, omissions or misrepresentations in any documents or verbal statements may result in my dismissal from employment or the hiring process. I authorize the Rancho Adobe Fire Protection District to make an investigation of any of the facts set forth in this application and release the Rancho Adobe Fire District from any liability.

I understand that employment with Rancho Adobe Fire District is "at-will," which means that either I or the District can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no directors, officers or employees of the District, other than the Chief or his duly appointed representative has any authority to alter the foregoing, and that such alteration must be in writing.

I understand that if I am hired I may be required to wear a uniform and the cost of said uniform is borne by the District; I further understand that if I separate from employment within three (3) months of the District's purchase of my uniform I will be required to reimburse the District for a prorated portion of the uniform purchase. The reimbursement shall be a percentage of the total cost of said uniform equal to 100% less the ratio of the amount of time worked to three (3) months.

I give the Rancho Adobe Fire District the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I understand all applications and hiring materials are confidential, and I waive all rights to have access to such materials.

I hereby release from liability the Rancho Adobe Fire District and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

Date _____ Applicant's Signature _____

Revised 9/2003