

MORONGO VALLEY C.S.D. FIRE DEPARTMENT
11207 OCOTILLO STREET, P.O. BOX 46, MORONGO VALLEY, CA 92256, (760) 363-6211

EMPLOYMENT APPLICATION

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

NOTICE TO APPLICANTS: An application form is the basis of a selection procedure which may include any technique which fairly measures the job-related qualifications of applicants. It is a very important first step which provides information regarding an individual's basic qualifications for a job. Since the process is competitive, you are required to send a copy of your certifications, and to supplement this application with a personal resume or additional information which you feel fully presents your qualifications.

POSITION APPLIED FOR:

NAME OF APPLICANT:

(Initials may be used if you prefer) (First) (Middle) (Last)

ADDRESS:

(Street) (Apt. #) (City) (State) (Zip code)

PHONE NUMBER (H): ( ) PHONE MESSAGE: ( )

EMAIL ADDRESS:

ADDITIONAL INFORMATION

Do you have any physical condition(s), which might prevent you from performing specific duties? If not a U.S. Citizen; do you have a work permit from the U.S. Immigration and Naturalization Service?
Are you now, or have you ever been, employed by the Fire District? Have you ever been discharged or forced/asked to resign?
Do you have a valid Driver's License? Are you related to anyone working for the Fire District?

DL# Class: State Issued: Exp. Date: Social Security # (Voluntary) -

REMARKS (IF ADDITIONAL SPACE IS NEEDED, USE SEPARATE SHEET)

CONVICTIONS

Have you been convicted of any charges other than minor traffic citations? Yes No
If "Yes," list and discuss any convictions below. Unless stated in the Employment Announcement, a conviction is not an automatic bar to employment. Each case is considered on its own merits.

EDUCATION

Circle the highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 High School Diploma: G.E.D. Certificate:

Name of College or University Major Completed Units Degree

Other educational course work:

Vocational Training:

Special Trades or Skills:

EXPERIENCE

List all positions you have held in the last 10 years. If you feel volunteer, part-time or military positions are applicable, list those. List each title or promotion separately. Resumes may be attached but WILL NOT be acceptable in lieu of COMPLETE ANSWERS. Start with your present or most recent position and work backwards. Attach additional sheets as necessary.

**WORK HISTORY**

Organization/Company Name:

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_)

Position Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per, Month Week Hour

Dates of Employment: (Month, Year) Full-time Part-Time From: \_\_\_\_\_ To: \_\_\_\_\_ Length of service \_\_\_\_ Yrs. \_\_\_\_ Mo

Name of Supervisor: \_\_\_\_\_ Reason for leaving:

Duties:

Organization/Company Name:

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_)

Position Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per, Month Week Hour

Dates of Employment: (Month, Year) Full-time Part-Time From: \_\_\_\_\_ To: \_\_\_\_\_ Length of service \_\_\_\_ Yrs. \_\_\_\_ Mo

Name of Supervisor: \_\_\_\_\_ Reason for leaving:

Duties:

Organization/Company Name:

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_)

Position Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per, Month Week Hour

Dates of Employment: (Month, Year) Full-time Part-Time From: \_\_\_\_\_ To: \_\_\_\_\_ Length of service \_\_\_\_ Yrs. \_\_\_\_ Mo

Name of Supervisor: \_\_\_\_\_ Reason for leaving:

Duties:

Organization/Company Name:

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_)

Position Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per, Month Week Hour

Dates of Employment: (Month, Year) Full-time Part-Time From: \_\_\_\_\_ To: \_\_\_\_\_ Length of service \_\_\_\_ Yrs. \_\_\_\_ Mo

Name of Supervisor: \_\_\_\_\_ Reason for leaving:

Duties:

**REFERENCES**

Do you object to our contacting your past employers? Yes No

If "Yes", please briefly explain:

**AGREEMENT (READ CAREFULLY BEFORE SIGNING)**

I certify that all statements in this Application are true and complete, and I authorize investigation of all matters contained. I agree and understand that any misrepresentation or omission of a matter of fact may be justification fro rejection of my Application, refusal of employment, removal of my name from an Eligibility List, and/or dismissal from employment with the Fire District. I agree to undergo a physical examination by a Fire District Physician and fully understand that employment is contingent upon meeting the Fire District physical requirements. I further agree to be fingerprinted and to furnish proof of age and citizenship as may be directed. I authorize the employers, schools and persons named above to provide any additional information regarding my qualifications and character.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE:

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The Morongo Valley Fire Department is committed to a program of Affirmative Action to address Women, minority groups and the handicapped in obtaining equal employment opportunities. We request the following information to assist us in complying with State and Federal laws to report statistics regarding our applicants.

*Completion of the following questionnaire is voluntary and will not affect your chances of employment.*

This portion of the application will be detached when you file your application and be used for recording purposes only. Thank you for your cooperation.

## ETHNIC IDENTIFICATION

**Check this group to which you commonly identify yourself:**

African American

Hispanic (Mexican, Spanish, Puerto Rican, South American)

White or Caucasian

Asian American/Pacific Islander

Native American Name of Tribal Affiliation:

Other:

<b><u>SEX:</u></b>	<b><u>AGE:</u></b>	(Please circle age range)
Female	18-25	46-50
Male	26-30	51-55
	31-35	56-60
	36-40	61-65
	41-45	66+

DATE:

I RESIDE IN:

(City)

(State)

(Zip Code)

**I HEARD ABOUT THIS JOB: (Please circle number)**

1. A friend
2. A relative
3. A website If, "Yes" Which one?
4. A Newspaper ad. If, "Yes" Which one?
5. A Professional magazine, journal or newsletter. If, "Yes" Which one?
6. An Educational placement center. If, "Yes" Which one?
7. An Employment agency or special employment office. Which one?
8. Other: