
Rodeo-Hercules Fire Protection District

Employment Application

**Send all completed Application
Materials to Rodeo-Hercules Fire Protection District
1680 Refugio Valley Road
Hercules, CA 94547 510-799-4561**

An Equal Opportunity Employer

INSTRUCTIONS TO APPLICANT: Type or use black ink only when completing the application. Incomplete or illegible applications will not be considered. Resumes are not accepted in lieu of any part of the standard or supplemental applications. Do not write "see resume" as a response to any application question. Applications must be received by RODEO HERCULES FIRE DISTRICT no later than the filing date shown on the job announcement. Postmarks, faxes, and e-mails are not accepted, unless stated on the job announcement. Make copies of any applications materials you wish to keep before you submit your application. Submitted application materials will not be returned.

EXACT JOB TITLE APPLYING FOR _____

Personal Data Social Security # _____ - _____ - _____

Name _____
(Last) (First) (Middle Initial)

Mailing Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Business Phone _____

Driver's License No. _____ State _____ Exp. Date _____

Type of Employment (CIRCLE ONE) Regular, Full-Time Regular, Part-Time Extra-Hire (temporary)

Bilingual Ability (CIRCLE APPLICABLE SKILLS)

Please list languages (other than English) in which you are fluent.

1. _____	Read	Write	Speak
2. _____	Read	Write	Speak

HR Office use only	Date received
Analyst _____	Reasons for rejection (circle one)
Accepted ___ Rejected ___	No SAF Late Education No DMV Experience Other _____

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Section 1233 of the State of California Government Code provides that applicants for employment by, and incumbent employees of, public agencies may be solicited to voluntarily declare their ethnic identification, provided this information shall be for research and statistical purposes only. Please complete this section. It will be detached and kept separate and confidential, and will not be used in any way to make employment decisions.

Position: _____ Date: _____ Sex: Male Female

Is your age 40 or over? Yes No

Are you a person with a disability? Yes No Will you require accommodation for testing? Yes No

Ethnic Category (Check only one) White Black Hispanic Asian or Pacific Islander American Indian or Alaskan Native Other

How did you learn about this position? Newspaper Employee referral Internet Other (specify) _____

EDUCATION / BACKGROUND: Please read the requirements section on the job announcement before completing this section.

EDUCATION AND EXPERIENCE					
High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, Passed High School Equivalency Tests? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name and Location of College or University	Course of Study	Degree Awarded	Semester Units	Quarter Units	Did you Graduate?
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
Business, Correspondence, Trade, Or Service Schools					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
If the position for which you are applying has specific course requirements indicated on the job announcement list, list the courses (s), which satisfy these requirements, if they were not requested on the supplemental application.					
Please list current valid certificates of professional or vocational competence, licenses and expiration dates. (include date of completion if requested on the job announcement flyer.)					
Title _____		Issuing Agency _____			
Date Issued _____		Expiration Date _____		ID # _____	
Title _____		Issuing Agency _____			
Date Issued _____		Expiration Date _____		ID # _____	

Additional Personal Information:

As an adult have you ever been convicted of a felony? Yes No Date (s) _____
 If yes, please explain charges and circumstances _____

Conviction is not an automatic bar to employment. Each case is reviewed on the basis of job relatedness.

Have you ever been discharged or resigned in lieu of discharge? Yes No

If Yes, Please explain. _____

Are you at least 18 years of age? Yes No If No, please attach a copy of your work permit.

Are you a U.S. Citizen, or legally authorized to work in the United States? Yes No

At the time of appointment, all new employees will be required to furnish documentation verifying their identity and authorization to work in the United States.

Are any relatives currently employed by the RODEO HERCULES FIRE DISTRICT? Yes No

If yes, please list relative's name and relationship _____

Employment History:

Please list all job-related experience beginning with your most current employer, include volunteer assignments, on-the-job training and military service if these experiences are relevant to the position to which you are applying. To list additional employers, copy this page and attach to application.

(1) MOST CURRENT.

Name and Address of Organization	From		To	
	Month	Year	Month	Year
				# Hrs. worked per week _____
Position Title	Supervisor Name/Title		Telephone Number	# of persons supervised _____ Monthly salary _____
Description of your Duties				
Reason for leaving				

(2) NEXT PREVIOUS

Name and Address of Organization	From		To	
	Month	Year	Month	Year
				# of Hrs. worked per wk _____
Position Title	Supervisor Name/Title		Telephone Number	# of persons supervised _____ Monthly salary _____
Description of Your Duties:				
Reason For Leaving:				

(3) NEXT PREVIOUS

Name and Address of Organization	From _____ To _____			
	Month	Year	Month	Year
# Hrs. worked per week _____				
Position Title	Supervisor Name/Title	Telephone Number	# of persons supervised _____	Monthly salary _____
Description of your Duties:				
Reason for Leaving:				

Training and/or Special Skills:

Computer Experience (type) _____ Software _____

Word Processor Experience (type) _____

Please describe any additional information including additional training, memberships in professional organizations, certificates/licenses and/or special skills which you possess that you consider relevant to the position for which you are applying.

I hereby certify that the statements in this application are true. I understand and agree that any misstatement or omission of material fact herein may cause forfeiture of my part of all rights to RODEO-HERCULES FIRE DISTRICT employment.

Date _____ Applicant's Signature _____