

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 step which provides information regarding an individual's basic qualifications for a job. Since the process is competitive, it is also appropriate to supplement this application with a personal resume or additional information which you feel fully presents your qualifications. You are invited and encouraged to do so.

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? Yes No If "Yes," Explain under Remarks below.
If not a U.S. Citizen; do you have a work permit from the U.S. Immigration and Naturalization Service? Yes No
Are you now, or have you ever been, employed by the Fire District? Yes No If "Yes," Explain under Remarks below.
Have you ever been discharged or forced/asked to resign? Yes No If "Yes," Explain under Remarks below.
Do you have a valid Driver's License? Yes No If "No," Explain under Remarks below.
Are you related to anyone working for the Fire District? Yes No If "Yes," Explain under Remarks below.
DL# _____ 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: _____
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Organization/Company Name: _____
Address: _____ Phone Number: (____) _____
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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 for 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 the concerns of 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.

ETHNICAL INFORMATION

Check this group to which you commonly identify yourself:

- Black
- Hispanic (Mexican, Spanish, Puerto Rican, South American)
- White or Caucasian
- Oriental
- American Indian – Name of Tribal Affiliation: _____
- Other: _____

SEX:

- Female
- Male

AGE:

(Please circle age range)

- | | |
|-------|-------|
| 18-25 | 46-50 |
| 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: _____