



MONTEREY COUNTY REGIONAL FIRE PROTECTION DISTRICT
19900 PORTOLA DRIVE, SALINAS, CA 93908
831.455.1828 fax 831.455.0646
www.mcrcfd.org

APPLICATION FOR EMPLOYMENT

MONTEREY COUNTY REGIONAL FIRE PROTECTION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

State and federal laws prohibit discrimination in employment because of race/color, national origin/ancestry, sex, religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, pregnancy, or any other characteristic protected by federal, state or local law.

NOTE: Please answer all questions completely and accurately. False or misleading statements during the interview and/or on this form are grounds for terminating the application process, or if discovered after employment, terminating the employment relationship.

PERSONAL INFORMATION

Please print clearly. Use additional pages as necessary.

1. Name:

Last	First	Middle
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2. Address:

Street	City	State	Zip
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3. Telephone Number: ()

4. Are you over 18 years of age? Yes No

If employed and under the age of 18, can you furnish a work permit? Yes No

5. Do you have a legal right to work in the United States? Yes No

If employed, you will be required to provide proof.

6. Have you applied to Monterey County Regional Fire Protection District for employment in the past? Yes No

If yes, when? Position applied for:

7. Do you have any relatives currently employed by Monterey County Regional Fire Protection District? Yes No

8. Have you ever used another name which would be necessary to enable verification of your employment experience and education? Yes No If yes, indicate such name and explain:

9. Have you ever been convicted of a crime (circle one: felony/misdemeanor), or entered a plea of guilty/no contest to a crime? Yes No

If yes, state when, where, and the nature of such conviction:

Applicants may omit any convictions for the possession of marijuana (except for the possession of marijuana on school grounds or possession of concentrated cannabis) that are more than two (2) years old, and any information concerning a referral to, and participation in, any pretrial or post trial diversion program.

All applicants are required to submit fingerprints to the Department of Justice for a criminal background check. A conviction will not necessarily disqualify an applicant from employment. However, certain criminal convictions will render an applicant or employee ineligible for employment with Monterey County Regional Fire Protection District.

10. Are you currently employed? Yes No If yes, may we contact your current employer at anytime? Yes No You may contact my current employer, but only when:

POSITION

1. Position for which you are applying: *Administrative Officer*
2. Salary/wage desired:
3. Are you available to work:

<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> On-Call
<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends	<input type="checkbox"/> Overtime	<input type="checkbox"/> Split Shift
<input type="checkbox"/> Other:			
4. When would you be available to start working?
5. Have you been given a Job Description, or have the requirements of the job been explained to you? Yes No
Do you understand these requirements? Yes No
6. Can you perform any or all of the functions for the position you are seeking, either with or without reasonable accommodation? Yes No
7. Can you meet the attendance standards of our company, which requires all employees to report for work on time for all scheduled days? Yes No

SPECIAL SKILLS AND TRAINING

1. Describe specialized training, skills, licenses or certifications:
2. List current certifications and/or professional licenses, if any, and where registered:
3. Office/business equipment and software qualified or trained to use:
4. Check special skills or training:

<input type="checkbox"/> Word Processing	<input type="checkbox"/> Windows	<input type="checkbox"/> Keyboarding _____ wpm	Other (please specify):
<input type="checkbox"/> Customer Relations	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Graphics	
<input type="checkbox"/> Sales	<input type="checkbox"/> Marketing	<input type="checkbox"/> Phone Systems	
5. Please indicate any language skills, other than English, below:

LANGUAGE	READING			SPEAKING			UNDERSTANDING			WRITING		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR

EMPLOYMENT EXPERIENCE

THE FOLLOWING MUST BE COMPLETED IN DETAIL – RESUMES ARE NOT ACCEPTED IN LIEU OF THIS INFORMATION. BEGIN WITH YOUR PRESENT OR LAST JOB. ACCOUNT FOR ALL PERIODS OF TIME, INCLUDING MILITARY SERVICE, AND PERIODS OF UNEMPLOYMENT AND THE NATURE OF YOUR ACTIVITIES. SINCE WE WILL MAKE EVERY EFFORT TO CONTACT PREVIOUS EMPLOYERS, THE CORRECT TELEPHONE NUMBERS ARE APPRECIATED.

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
Telephone Number (s)	Supervisor's Name & Title			
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving:				
Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
Telephone Number (s)	Supervisor's Name & Title			
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving:				
Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
Telephone Number (s)	Supervisor's Name & Title			
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving:				
Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
Telephone Number (s)	Supervisor's Name & Title			
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving:				

EDUCATION and TRAINING

TYPE of SCHOOL	SCHOOL NAME, CITY and STATE	MAJOR	Circle Last Year
High School		Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No	9 10 11 12
Junior College	From: To:	Major: Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	1 2
College/University	From: To:	Major: Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	1 2 3 4
Graduate School	From: To:	Major: Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	1 2 3 4
Business, Trade, Night School	From: To:	Major: Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	1 2 3 4

EMPLOYMENT REFERENCES

Name	Business Relationship	Address/Organization	Telephone

ADDITIONAL INFORMATION

STATE ANY ADDITIONAL INFORMATION YOU FEEL WILL BE HELPFUL IN CONSIDERING YOUR APPLICATION:

CERTIFICATION

APPLICANT: PLEASE READ CAREFULLY AND INITIAL THE FOLLOWING BEFORE SIGNING THIS APPLICATION FORM

- I hereby certify that I have personally completed this application and that the answers given by me to the foregoing questions and statements are true and complete and that no material fact has been omitted. I understand that any false statements appearing on this or any other employment form will be sufficient reason to end further consideration of this application and not hire me; if discovered after my employment, such false statements will be sufficient reason for dismissal from the services of Monterey County Regional Fire Protection District regardless of the time that has elapsed before discovery.
- I realize that Monterey County Regional Fire Protection District or its designated agents may contact my references and also conduct investigations into my past employment, criminal background, fingerprints, arrest record, credit history, character, reputation, characteristics, mode of living, education credentials, Department of Motor Vehicles driving record, and other employment related activities and records. I agree to cooperate in such investigations and release those parties supplying such information to Monterey County Regional Fire Protection District from all liability or responsibility with respect to information supplied to Monterey County Regional Fire Protection District.
- I understand that filing this application in no way assures me a position with Monterey County Regional Fire Protection District, and that this application is not, and is not intended to be, a contract of employment.
- If employed by Monterey County Regional Fire Protection District, I agree to abide by the rules, policies and procedures of Monterey County Regional Fire Protection District and subsequent rules, policies and procedures that may become effective after my employment. I understand that my initial and continued employment may be contingent upon the successful completion of any of the above listed investigations as well as a medical examination which may include drug and alcohol screening. I understand that Monterey County Regional Fire Protection District believes strongly in a drug-free work environment and I agree to abide by the drug and alcohol policies of Monterey County Regional Fire Protection District during the time of my employment. I further understand that Monterey County Regional Fire Protection District is prohibited from employing persons who have been convicted of specified crimes, including crimes involving moral turpitude, and that Monterey County Regional Fire Protection District may receive notification of arrests that occur after hiring.

Signature of Applicant

Date