
Ross Valley Fire Department
An Equal Opportunity Employer

Employment Application

**Send all completed Application
Materials to Ross Valley Fire Department
Battalion Chief Jim Hanson
777 San Anselmo Avenue
San Anselmo, CA 94960
415-258-4686**

INSTRUCTIONS TO APPLICANT: Type or use blue 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 at the Ross Valley Fire Department 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 application 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 _____ Cell Phone _____

Email address: _____

Driver 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

H R Office use only

Analyst _____

Reasons for rejection (circle one)

Date received

Accepted ___ Rejected ___ No SAF Late Education No DMV Experience Other _____

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Please respond to the following questions and submit this form with your application packet. The completed form is confidential and will be detached from your application. This information is voluntary and is gathered in accordance with State and Federal laws.

Check one: 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.) | | | | | |
| Title _____ Issuing Agency _____ | | | | | |
| Date Issued _____ Expiration Date _____ ID # _____ | | | | | |
| Title _____ Issuing Agency _____ | | | | | |
| Date Issued _____ Expiration Date _____ ID # _____ | | | | | |

Additional Personal Information:

Have you ever been convicted of a felony or misdemeanor? A “conviction” is any plea, verdict or finding of guilt regardless of whether or not a court imposed a sentence. You may exclude any conviction for marijuana-related offences, if over two years old. Please list all convictions since age 18, excluding minor traffic violations and convictions that have been sealed, expunged, or eradicated. Convictions do not automatically disqualify you. The nature of the offense, the surrounding circumstances, and the relevance of the offense to the position sought may be considered. If not, please indicate “not applicable”. A fingerprint check will be made of all new hires.

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 Ross Valley Fire Department? 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 | | | <u>From</u> <u>To</u> 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 | | | <u>From</u> <u>To</u> 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: | | | | |

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 _____

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 Ross Valley Fire Department employment.

Date _____ Applicant's Signature _____