



AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT APPLICATION

Please print or type and complete all sections.

QUINCY COMMUNITY SERVICES DISTRICT
 900 Spanish Creek Road, Quincy, CA 95971
 Office (530) 283-0836 Fax: (530) 283-0838

POSITION

Position applied for: _____ From what source did you learn about position, please be specific. _____

PERSONAL INFORMATION

Name: _____ Social Security Number: _____
Last First Middle Initial

Address: _____
Number Street Apt No. City State Zip Code

Home Phone: (____) _____ Business Phone: (____) _____

Will you be required to provide a work permit?
 Yes No

Have you been employed by, or applied to, the District before? Yes No

If offered a position, will you be able to provide identification and proof of eligibility to work in the United States?
 Yes No

If yes above, please explain: _____

Date you are available for employment: _____

EDUCATION/TRAINING/SPECIAL QUALIFICATIONS

Highest Grade Completed: _____ I possess a: High School Diploma School: _____
 GED Certificate or High School Proficiency

College / University / Trade School or Special Training	Course of Study / Major	Date Degree of Certificate Awarded	Type of Degree or Certificate

Other professional licenses / certificates or memberships in professional associations:

Military training or experience related to the position:

Languages, other than English, for which you are fluent:

Read: _____ Write: _____
 Read: _____ Write: _____

Other skills / qualifications / abilities you possess which relate to the position for which you are applying:

Are you able to do all the essential functions of the position, with or without reasonable accommodations? Yes No

Do you possess a valid California drivers' license? Yes No If yes, License number: _____ Expiration date: _____

SECURITY DISCLOSURE

Have you ever been convicted of a felony? Yes No If yes, Explanation: _____

You may omit any offense for which the record has been sealed or expunged by the Court. Conviction is not necessarily a bar to employment. Each case is given individual consideration based upon job relatedness of offense. (Note: For Public Safety positions, additional information may be requested in the course of standard background checks.)

EMPLOYMENT HISTORY / WORK EXPERIENCE

Begin with your most recent experience and list all positions within the past ten years, including military experience and volunteer positions. Complete this section even if you attach a resume. (If you need more room, you may attach an additional sheet.) Complete all sections.

Employer: _____ Phone: (_____) _____
Address: _____
Number Street Suite No. / Mailstop City State Zip Code
Last Position: _____ Employed from: _____ to _____ Last Rate of Pay: _____
Average Number of Hours Per Week Worked: _____ Supervisor Name / Title: _____
Duties and Responsibilities: _____
Reason for Leaving: _____

Employer: _____ Phone: (_____) _____
Address: _____
Number Street Suite No. / Mailstop City State Zip Code
Last Position: _____ Employed from: _____ to _____ Last Rate of Pay: _____
Average Number of Hours Per Week Worked: _____ Supervisor Name / Title: _____
Duties and Responsibilities: _____
Reason for Leaving: _____

Employer: _____ Phone: (_____) _____
Address: _____
Number Street Suite No. / Mailstop City State Zip Code
Last Position: _____ Employed from: _____ to _____ Last Rate of Pay: _____
Average Number of Hours Per Week Worked: _____ Supervisor Name / Title: _____
Duties and Responsibilities: _____
Reason for Leaving: _____

Employer: _____	Phone: (____) _____				
Address: _____					
<small>Number</small>	<small>Street</small>	<small>Suite No. / Mailstop</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
Last Position: _____	Employed from: _____	to _____	Last Rate of Pay: _____		
Average Number of Hours Per Week Worked: _____		Supervisors Name/Title: _____			
Duties and Responsibilities: _____					

Reason for Leaving: _____					

APPLICANTS' AGREEMENT / RELEASE / CERTIFICATION

Notice to Applicant:

- 1 Employment offers may be contingent upon you passing a job-related physical examination, drug test and background investigations. Fingerprints may be required.
- 2 All appointments will be subject to a 6 to 12 month probationary period. A probationary employee may be released at any time during this period with or without cause
- 3 Temporary part-time, management employees and certain other employees are At will and may be release at any time with or without cause
- 4 Employment may be contingent upon you meeting minimum age requirements or other requirements of the position.
- 5 Proof of you legal right to work in the United States must be submitted at the time of employment.
- 6 Upon employment, you shall be expected to take a loyalty oath as required by law.

Certification:

I certify that the information given by me in this application is true and complete in all respects to the best of my knowledge and belief, and I agree that any false statements or omissions shall be considered sufficient cause for disqualification from further consideration or dismissal if I ultimately hired. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Quincy CSD and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Quincy CSD unless made in writing by an authorized person.

I understand that prior to being offered employment with Quincy CSD I may be requested to take an employment test. In the event that I have a disability which will affect my ability to take the test, I will so inform Quincy CSD prior to the administration of the test so that a reasonable accommodation can be made. Quincy CSD reserves the right to require medical documentation concerning the need for accommodation.

I understand that if employed, I will be required to follow all District policies, procedures and rules. Quincy CSD reserves the right to revise policies or procedures, in whole or in part, at any time.

Authorization to Release Employment Records:

I authorize Quincy CSD to obtain information from prior and current employers, unless noted differently below, except any information about a disability and medical condition which is prohibited by law under the Americans with Disabilities Act. Information that may be obtained may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request of the duly accredited representative of Quincy CSD regardless of any agreement I may have had with them previously to the contrary. I release any individual, including, but not limited to, records custodians, from all liability for damages that may result to me on account of compliance with or any attempts to comply with this authorization. I agree that my driving record may be investigated and disclosed if the position for which I am applying requires a driver's license. If I am an applicant for a public safety position, I understand that a comprehensive background investigation may be required and I agree to submit to such an investigation.

- I give permission for background / reference / employment checks to be done upon being placed on an eligible list.
- I give permission for background / reference / employment checks to be done upon being placed on an eligible list, except from my current employer. Information from my current employer may be obtained only after an extension of a conditional job offer
- I do not give permission for background / reference / employment checks to be done.

Explanation: _____

I have read, understand and agree to the information noted above:

Signature of Applicant

Date Signed