

## APPLICATION FOR EMPLOYMENT

**POSITION FOR WHICH YOU ARE APPLYING** \_\_\_\_\_

Date available to start work: \_\_\_\_\_ Availability: Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

### IDENTIFICATION

Last Name	First Name	M.I.	Social Security Number *
Mailing Address	City, State, Zip Code		Telephone Number
Email			
If hired, can you present evidence of your U.S. Citizenship or proof of your legal right to work in this country? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Do you have a valid California Driver's License? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Do you have vehicle insurance that meets the minimum requirements under California law? YES <input type="checkbox"/> NO <input type="checkbox"/>			

### EDUCATION AND TRAINING

Name of School	Location City & State	Diploma/Credits	Grade/Units Completed	Course Major	GPA
High School					
Business or Trade School					
College					
Post-Graduate					
Other					

Do you have any limitation on your ability to perform the duties of the job for which you are applying?

YES  NO

If yes, describe the conditions and the nature of your work limitations?

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Note: Hire may be subject to passing a job-related physical examination, if applicable, after employment offer is made.

\* If form is being emailed, please leave Social Security field blank to be completed at interview.

**SKILLS**

Indicate your level of proficiency with the following Microsoft (MS) and other software programs:

	Never Used	Beginner (very limited)	Basic working knowledge	Average knowledge	Proficient	Expert
MS Word	<input type="checkbox"/>					
MS Excel	<input type="checkbox"/>					
MS Access	<input type="checkbox"/>					
Quickbooks Pro	<input type="checkbox"/>					
Other: _____	<input type="checkbox"/>					
Other: _____	<input type="checkbox"/>					
Other: _____	<input type="checkbox"/>					

What foreign language(s), if any, do you speak? Indicate level of verbal and written fluency.

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Describe what, if any, experience you have doing fieldwork: \_\_\_\_\_

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Subjects of special study, research work, or special training that would qualify you for this position:

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**ACTIVITIES**

List professional organizations including offices (omit unions & organizations which would indicate race, creed, or national origin). \_\_\_\_\_

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Work Related Hobbies and Leisure Interests relevant to this position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, state the nature of the crime(s), when and where convicted and disposition of the case:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. However, the nature of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may be considered.)*

**WORK EXPERIENCE**

**Please start with the most current. Attach additional sheet(s) as needed.**

1: Name of <u>current or most recent</u> Employer			
Address			
Type of Business		Telephone Number	
Date Started	Date Ended	Starting Wage	Ending Wage
Job Title		Name & Title of Supervisor	
Supervisor Email		May we contact this Employer for Reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Reason for Leaving			
Description of Work & Responsibilities			

<b>2: Name of Employer</b>			
Address			
Type of Business		Telephone Number	
Date Started	Date Ended	Starting Wage	Ending Wage
Job Title		Name & Title of Supervisor	
Supervisor Email		May we contact this Employer for Reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Reason for Leaving			
Description of Work & Responsibilities			

<b>3: Name and Address of Employer</b>			
Type of Business		Telephone Number	
Date Started	Date Ended	Starting Wage	Ending Wage
Job Title		Name & Title of Supervisor	
Supervisor Email		May we contact this Employer for Reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Reason for Leaving			
Description of Work & Responsibilities			

NOTE: If the above list of employers does not account for at least the past 5 years, please attach additional pages for additional employers with the requested information in reverse chronological order.

**REFERENCES:** List below three persons who have knowledge of your work performance within the last 3 or 5 years.

Name	Email Address	
Telephone Number (Include Area Code)	Relationship	# Years Acquainted

Name	Email Address	
Telephone Number (Include Area Code)	Relationship	# Years Acquainted

Name	Email Address	
Telephone Number (Include Area Code)	Relationship	# Years Acquainted

Where did you hear about this opening?

- Newspaper ad. Name of publication: \_\_\_\_\_
- College/University. Name of Institution and location of ad (e.g., job board or alumni newsletter):  
\_\_\_\_\_
- Craigslist ad – region: \_\_\_\_\_
- Other online ad – website: \_\_\_\_\_
- Word of mouth       Other. Describe: \_\_\_\_\_

**PLEASE READ AND SIGN BELOW**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that this application will become part of my personnel file if I become employed with the Northwest California Resource Conservation & Development Council (NW CA RC&D Council). I understand that any conscious omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge at any time if I become employed with NW CA RC&D Council.

I hereby authorize the NW CA RC&D Council to thoroughly investigate my references, work record, education related to my suitability for employment and, further, authorize my former employers to disclose to NW CA RC&D Council any information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release my former employers from any claims, demands or liabilities arising out of such disclosure.

I understand that nothing contained in this application or conveyed during any interview that may be granted is intended to create an employment contract between me and NW CA RC&D Council. In addition, I understand and agree that if I become employed by NW CA RC&D Council, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice. NW CA RC&D Council is an "At Will" employer.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: If application is emailed, an ink signature will be required at interview or first date of hire.*