

# NORTH COUNTY FIRE PROTECTION DISTRICT

330 S. Main Avenue • Fallbrook, California 92028-2938 • (760) 723-2008 • Fax (760) 723-2011 • www.ncfire.org

INSTRUCTIONS FOR APPLICATION	Official Use Only		
<p>If applicable, read the job announcement thoroughly before filling out application. Answer all questions in <b>ink or in a typed format</b>. Answer questions as completely as space will permit, <u>attaching additional sheets as needed</u>. Avoid any reference to religion, politics or membership in fraternal orders. When completing this application, show as clearly as possible that you meet each of the minimum qualifications listed in the job announcement. False statements or failure to provide complete information is cause for rejection of application, reduced rating, removal of name from eligibility list and/or dismissal from position.</p>	<p>Date Received</p>		
<p>Date: _____ Print exact title of position you are applying for: _____</p>			
<p>Name: _____ (Print Last Name) _____ (First Name) _____ (MI)</p>			
<p>Address: _____ (Street Number) _____ (Street Name) _____ (City) _____ (State) _____ (Zip Code) _____ (+4)</p>			
<p>Contact Information: Primary Phone: _____ (Area Code) _____ (Phone Number) Secondary Phone: _____ (Area Code) _____ (Phone Number)</p>			
<p>Email: _____</p>			
<p>Upon hiring, can you submit verification of your right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/></p>			
<p>Are you over the age of 18? Yes <input type="checkbox"/> No <input type="checkbox"/></p>			
<p>Do you have a valid Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/> Class: _____ State: _____ License No.: _____</p>			
<p>Have you ever worked for the District? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, the dates of employment: _____ to _____</p>			
<p>If hired, what date will you be available to begin employment? _____</p>			
EDUCATION:			
<p>Name: _____</p> <p>Name &amp; Location of High School: _____ Location: _____</p>	<p>Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you have a GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
COLLEGE OR UNIVERSITY	MAJOR	UNITS/TYPE COMPLETED	DEGREE

Comments/Explanations/Additional Information:

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Please attach additional pages if more space is needed to respond to the questions completely.

### EMPLOYMENT HISTORY

In the space provided, give your complete record of employment during the last ten years. List your positions in the order you held them, starting with your present position and working backward. If you wish, you may include experience more than ten years ago. If more space is needed, use a separate sheet providing the required information and attach it to this application. DO NOT indicate "Refer to Resume;" **this will disqualify your application.**

From: \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) To: \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Job Title: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)  
Supervisor's Name: \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) Phone: \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Phone Number)  
List Duties: \_\_\_\_\_  
Supervisory Duties: Yes  No  If yes, number of employees supervised: \_\_\_\_\_  
Hours/week: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
May we contact this employer? Yes  No   
If no, explain: \_\_\_\_\_

From: \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) To: \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Job Title: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)  
Supervisor's Name: \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) Phone: \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Phone Number)  
List Duties: \_\_\_\_\_  
Supervisory Duties: Yes  No  If yes, number of employees supervised: \_\_\_\_\_  
Hours/week: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
May we contact this employer? Yes  No   
If no, explain: \_\_\_\_\_

From: \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) To: \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Job Title: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)  
Supervisor's Name: \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) Phone: \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Phone Number)  
List Duties: \_\_\_\_\_  
Supervisory Duties: Yes  No  If yes, number of employees supervised: \_\_\_\_\_  
Hours/week: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
May we contact this employer? Yes  No   
If no, explain: \_\_\_\_\_

From: \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) To: \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Job Title: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_  
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Supervisor's Name: \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) Phone: \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Phone Number)  
List Duties: \_\_\_\_\_  
Supervisory Duties: Yes  No  If yes, number of employees supervised: \_\_\_\_\_  
Hours/week: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
May we contact this employer? Yes  No   
If no, explain: \_\_\_\_\_

Were you ever discharged or forced to resign from any position due to misconduct? Yes  No

If "YES", please explain: \_\_\_\_\_

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Are you able to perform the essential and marginal functions of the position you are applying for with reasonable accommodation? Yes  No

PROFESSIONAL/VOCATION CERTIFICATES OR LICENSES			
Type	Date Issued	Date Expires	License/Certificate No.

REFERENCES		
List names of five (5) persons, preferably not employers, who have knowledge of your character, experience and abilities. <u>Do not include relatives.</u>		
Name	Relationship	Contacts
1.		Phone: _____ Cell: _____ Email: _____
2.		Phone: _____ Cell: _____ Email: _____
3.		Phone: _____ Cell: _____ Email: _____
4.		Phone: _____ Cell: _____ Email: _____
5.		Phone: _____ Cell: _____ Email: _____

**APPLICANT'S CERTIFICATION, AUTHORIZATION AND RELEASE OF LIABILITIES**

**(READ CAREFULLY BEFORE SIGNING)**

- As an applicant for employment with NORTH COUNTY FIRE PROTECTION DISTRICT, I hereby authorize NORTH COUNTY FIRE PROTECTION DISTRICT to make any background investigation of my personal history any number of times, as NORTH COUNTY FIRE PROTECTION DISTRICT may in its sole discretion determine is necessary before, during, or after my employment.
- Prior to an investigative report by a third party, *if applicable*, I understand I will receive a Fair Credit Reporting Act/Investigative Consumer Reporting Agencies Act disclosure statement(s). I understand that I can receive a free copy of any third party investigative report about me; and that if I am denied employment, either wholly or partly because of information contained in the third party investigative report, NORTH COUNTY FIRE PROTECTION DISTRICT will advise me.
- I understand this background investigation may include, but is not limited to: work history, criminal conviction record, including pending trials, as permitted by law; driving history including traffic violations; and references obtained from professional associates.
- I hereby fully release NORTH COUNTY FIRE PROTECTION DISTRICT, and its employees, directors, agents, successors, and assigns, and all other parties involved in this background investigation, including but not limited to NORTH COUNTY FIRE PROTECTION DISTRICT, and those companies or individuals who provide information to NORTH COUNTY FIRE PROTECTION DISTRICT concerning me, from any claims or actions for any liability whatsoever related to the process or results of a thorough investigation of my background. *Continued on next page.*

Applicant's Certification, Authorization and Release of Liabilities, continued.

- I acknowledge and agree that this release applies to all claims for injuries, damages or losses, whether known or unknown, foreseen or unforeseen, and I hereby waive application of California Civil Code Section 1542, which provides as follows:
  - A general release does not extend to claims, which the creditor does not know or suspect to exist in his favor at the time of executing the release, which, if known by him, must have materially affected his settlement with the debtor.
  - I understand and acknowledge that the significance and consequence of this waiver of California Civil Code Section 1542 is that even if I should eventually suffer damages as a result of the activities described in the Authorization and Release, I will not be able to make any claim for those damages.
- I further agree to provide records and information that may be requested of me by NORTH COUNTY FIRE PROTECTION DISTRICT in connection with this background investigation, including but not limited to: employment records in my possession to support previous work history; and such other records as may be necessary.
- I also certify that all representations made by me and all information provided to NORTH COUNTY FIRE PROTECTION DISTRICT are true to the best of my knowledge. I understand that misrepresentation of facts and providing false information will exclude me from further consideration as an applicant and may result in termination of my employment with NORTH COUNTY FIRE PROTECTION DISTRICT if I am hired by NORTH COUNTY FIRE PROTECTION DISTRICT before discovery of the misrepresentation or falsity of the documents or information.
- The information obtained by this background investigation will be to verify data provided me through the application process.
- I understand that this Authorization and Release is not an offer for employment by NORTH COUNTY FIRE PROTECTION DISTRICT or a contract for employment with NORTH COUNTY FIRE PROTECTION DISTRICT. I further understand NORTH COUNTY FIRE PROTECTION DISTRICT operates under an AT-WILL EMPLOYMENT POLICY for probationary, part-time and single-role employees and this Authorization and Release does not alter or affect that Policy in any manner whatsoever.
- I understand I am expected and agree to take pre-employment medical and psychological evaluations through the District's designated physicians/professionals at District expense if I am considered for employment. Hiring decisions may be based on the results of these medical tests. Employment in certain job classifications requires conducting a drug screening urine test. Failure to submit to this drug screening urine test absent prior arrangement with the District and the designated professional performing the drug screening, will result in denial of the application for employment. I further agree to sign a release authorizing the physicians/professionals performing the drug screening to release the results (positive/negative reading) of said drug screening to the NORTH COUNTY FIRE PROTECTION DISTRICT.
- If accepted for employment, I understand I must submit verification of my legal right to work in the United States.
- The DISTRICT requires safe drivers. The District participates in the **DMV's** Driver's Record Information Service, which automatically notifies us of all events connected with an employee's driver's license. If offered conditional employment, I understand I must supply the District with an original, current (no more than two weeks prior to the date of the conditional offer) driving record from the DMV.

Date:

Signature:

**ELECTION TO RECEIVE/NOT RECEIVE PUBLIC RECORDS**  
**[California Civil Code §1786.531]**

- I am aware that the NORTH COUNTY FIRE PROTECTION DISTRICT may obtain public records regarding me for employment purposes, including but not limited to evaluation for employment, assignment and/or promotion as well as conducting investigations into possible misconduct.
- I acknowledge that the term "public records" as used herein is limited to records of: arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment.
- **CHECK ONE BOX ONLY:**
- I hereby **elect to receive** any public records which may be obtained by the NORTH COUNTY FIRE PROTECTION DISTRICT for employment purposes under Civil Code §1786.53.
- I hereby **elect not to receive** any public records which may be obtained by the NORTH COUNTY FIRE PROTECTION DISTRICT for employment purposes under Civil Code §1786.53.

Date:

Signature:

**NORTH COUNTY FIRE PROTECTION DISTRICT**

Applicants will be considered for employment of North County Fire Protection District without regard to ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity or gender expression, marital status, medical condition (including genetic characteristics, cancer or record or history of cancer), military or veteran status, national origin, race, political or religious affiliation (including religious dress and grooming practices), sex or sexual orientation, or membership in any other protected classification under applicable law, except, where a bona fide occupational qualification(s) so dictates.