

TEMPLETON CSD

DEPARTMENT OF ADMINISTRATION

JOB APPLICATION

HUMAN RESOURCES
DEPARTMENT DATE STAMP



1. EXACT title of position you are applying for:

2. First Name _____ Middle Initial _____ Last Name _____

3. Street Address (City, State, Zip)

4. Mailing Address (City, State, Zip)

5. Home Phone (OK to leave message?) Yes ___ No ___

6. Message/Cell Phone (OK to leave message?) Yes ___ No ___

7. Email Address (provide only if we may contact you by email)

8. District Employment/Relationships

A. If you are currently employed at the Templeton CSD, in what capacity are you employed? Regular ___ Extra-Hire ___ Contract ___

B. Have you ever been employed by the Templeton CSD? Yes ___ No ___ If yes, what Dept.: _____

C. Have you worked for the Templeton CSD under another name? If so, what name? _____

9. California Driver's License: Some positions may require possession of a California Driver's License.

Do you have a valid California Driver's License? Yes ___ No ___ If no, is your license Revoked ___ Suspended ___ Restricted ___
Class A (Commercial) ___ B (Commercial) ___ C ___ No. _____ Expires: _____

10. Employment Eligibility Verification (failure to complete this section will disqualify you from further consideration)

A. Are you a citizen or national of the United States? Yes ___ No ___

B. Are you an alien lawfully admitted for permanent residence? Yes ___ No ___

C. Are you an alien authorized by the Immigration or Naturalization Service to work in the United States? Yes ___ No ___

11. **PERS** Were you ever a member of the State or Public Employees Retirement System? Yes ___ No ___

If yes, list employer and dates.

Dates _____ Agency _____ Dates _____ Agency _____

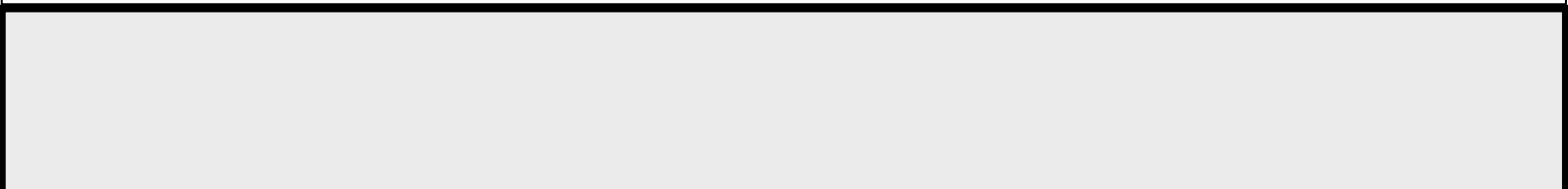
12. **Discharge/Release/Resignation information:** Were you ever discharged, released during probation, or have you resigned under pressure or unfavorable circumstances from any employment. Yes ___ No ___ If yes, please explain: _____

13. **Will you accept:** _____ Permanent Part-Time Work (less than 40 hours) Temporary, Extra-Hire (Whenever needed)

_____ Evening/Night Work _____ Saturday/Sunday Work _____

Personnel Use Only Application Accepted Yes No Qualified Not Qualified

Incomplete/Unsigned Experience Education License/Certificate Under 18 yrs. of
Late submission Illegible Other _____



14. Education and Training: Please read the minimum qualifications and education/experience section on the job announcement before continuing. Copies of transcripts, certifications, licenses, degrees, etc., must be submitted with the application as appropriate, based on the minimum qualifications of the job announcement. Official transcripts may be required upon request. Foreign transcripts must be reviewed by a credentialing service (NACES) and an official letter submitted as part of the application packet.

High School Graduate? Yes ___ No ___ If no, indicate highest grade completed: _____ Equivalency Test or GED Yes ___ No ___

Name and Location of High School: _____

**Name and Location of College, University,
Business, Trade, or Service Schools**

Degree _____ **Credits** _____ **Degree** _____
Major _____ **Earned** _____ **Type** _____

Professional License/Registration/Certification **Number** _____ **Issue Date** _____ **Expiration Date** _____

15. Language Skills. *In addition* to **ENGLISH** I can fluently:

Speak ___ Read ___ Write ___ **Language:** _____

Speak ___ Read ___ Write ___ **Language:** _____

Speak ___ Read ___ Write ___ **Language:** _____

Speak ___ Read ___ Write ___ **Language:** _____

16. Computer Skills.

Beginner Intermediate Advanced

Microsoft Word _____

Microsoft Excel _____

Microsoft PowerPoint _____

Microsoft Publisher _____

Microsoft Access _____

Microsoft InfoPath _____

Microsoft Outlook _____

Adobe Acrobat Professional _____

17. Additional certifications, skills, and experience:

18. **Experience:** Begin with your **MOST RECENT** experience, including military service and volunteer service. Give details on the experiences that you believe meets the minimum requirements for this position. List all experience in the last ten (10) years. Show actual time (number of hours per week) spent in each experience. **DO NOT** use "SEE RESUME" or similar expressions for any of the requested information on this form. Resumes may be attached and are encouraged for positions that do not require them. A resume **WILL NOT** be accepted in lieu of completing the Templeton Community Services District Application.

The following section must be completed even if attaching a resume.

Period of Employment	May we contact present employer? Yes ___ No ___
A. From _____ To _____ _____ Total _____yr(s) _____Mo(s). Hours per week _____ Salary \$ _____ per _____.	Name of Company: _____ Phone No.: _____ Address: _____ City/St/Zip _____ Immediate Supervisor: _____ Reason for Leaving: _____
Your Job Title:	
Your Duties:	
B. From _____ To _____ _____ Total _____yr(s) _____Mo(s). Hours per week _____ Salary \$ _____ per _____.	Name of Company: _____ Phone No.: _____ Address: _____ City/St/Zip _____ Immediate Supervisor: _____ Reason for Leaving: _____
Your Job Title:	
Your Duties:	

Period of Employment	
C. From _____ To _____ Total _____yr(s) _____Mo(s). Hours per week _____ Salary \$ _____ per _____.	Name of Company: _____ Phone No.: _____ Address: _____ City/St/Zip _____ Immediate Supervisor: _____ Reason for Leaving: _____

Your Job Title: _____

Your Duties: _____

D. From _____ To _____ Total _____yr(s) _____Mo(s). Hours per week _____ Salary \$ _____ per _____.	Name of Company: _____ Phone No.: _____ Address: _____ City/St/Zip _____ Immediate Supervisor: _____ Reason for Leaving: _____
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Your Job Title: _____

Your Duties: _____

19. **References:** List three (3) people who are not related to you and who can provide a reference. Professional references preferred.

Name	Phone No.	Occupation	Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

20. **Certificate of Application** (Read carefully before signing.)
 I HEREBY CERTIFY that under penalty of perjury all statements made in this application and attachments are complete and true to the best of my knowledge. I understand that supplying false or misleading information is grounds for disqualification from further consideration for employment with the Templeton CSD, or for termination if discovered at a later date. I authorize investigation of all statements contained herein. I further authorize the references and employers listed above or on any of the attached documents to give you any and all pertinent information concerning my previous employment, personal or otherwise. I hereby release, save, defend and hold harmless Templeton CSD, my current and former employers, and their officers, employees and agents, from any claims that may arise from furnishing the same to you. I further agree to be fingerprinted, to submit to a medical examination by a District physician if required for the position for which I am applying, and to an investigation of matters contained in this application.

Signature: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Templeton Community Services District is asking all applicants to voluntarily complete this form in order to comply with federal Equal Employment Opportunity law requirements. Your cooperation in providing this information is essential to the success of the research and evaluation program. This information is solicited on a **voluntary** basis and will **NOT** be used to make any decision about your eligibility, selection, or employment. This information will be detached from the application and will only be available to authorized personnel, and only for research and statistical purposes. It will **NOT** have any effect upon your application.

ETHNIC ORIGIN:

The following ethnic categories have been identified by the Equal Employment Opportunity Commission (EEOC). Please check **one space only** for the ethnic category you most closely identify with.

White (not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East (W).

Black (not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa (B).

Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race (H).

Asian or Pacific Islander – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition; including American Indians, Aleuts, and Eskimos (I).

GENDER: Female__ Male__

AGE: Under 18__ 18-20__ 21-29__ 30-39__
40-49__ 50-59__ 60 or Over__

DISABILITY: None__ Hearing__ Speech__ Developmental__
Visual__ Physical__

RECRUITMENT RESEARCH

SOURCE: How did you learn about this recruitment (circle only **one**):

Newspaper__ District Website__ Jobs Available__
On-line CSDA Website__ District Employee__ Friend/Family (who is not a TCSD Employee)__
Internet (specify)_____ Trade Journal__

EDUCATION: Please indicate the highest grade in school that you have completed (circle only **one**):

Some High School__ 1-2 Years of College__ Bachelor's Degree__
HS Equiv./GED__ Associate's Degree__ Master's Degree__
High School Graduate__ 2-3 Years of College__ Doctoral Degree__

Date: _____ Name: _____

Title of position you are applying for: _____