



PERSONNEL OFFICE
405 Galaxy Avenue
Bakersfield, California 93308
Office (661) 392-2000 Fax (661) 392-2041
www.norfun.org

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin, color, religion, mental or physical disability, veteran status, medical condition, sexual orientation or any other legally protected status.

APPLICATION INSTRUCTIONS

- This application must be filled out completely.** Incomplete or illegible applications will be rejected. Applications must be received in the Personnel Office no later than the date and time noted in the job announcement.
- You must submit any material that is required with your application.
- Please complete the attached Applicant Data Record. Avoid any other reference to religion, politics, race or nationality.
- Notify the Personnel Office immediately if you have a change of address, phone, or employer.
- A separate application is required for each position.
- Any material submitted during the application process becomes the property of the District unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
- Resumes may be attached to application but are not to be substituted for completing any section of this application including writing "See Resume."

POSITION APPLIED FOR:	TODAY'S DATE:
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PRINT NAME: _____	HOME PHONE: _____	CELL PHONE: _____
HOME ADDRESS: _____	SOCIAL SEC # _____	
Number Street	City	State Zip Code
E-MAIL	What's the best phone number to reach you at?	

EDUCATION AND TRAINING

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Graduated: Yes No Passed GED Test: Yes No
Name / location of High School (City and State): _____

Colleges, Universities, Business or Trade Schools *List all applicable to this position.*

Name of School	Course Of Study	Years Completed	Degree Or Diploma

List additional training, skills, and extracurricular activities related to this position.

EMPLOYMENT HISTORY (A RESUME WILL NOT BE A SUBSTITUTE FOR THIS SECTION)

Start with present or last job. **EXPLAIN ANY GAPS BETWEEN EMPLOYMENT.** Include military service assignments, volunteer activities, student period, or other special experience. Exclude organizations which indicate race, color, religion, sex, national origin or disability, or any other legally protected status. **A resume may be attached, but will not be a substitute for the information required in this section.**

How many years of experience do you have in relation to this position? PAID: # ____years OR UNPAID: # ____years

Employer	City, State, Phone #	Work Performed	Dates Employed	Reason for Leaving

If you have NO previous employment, please provide two adult references. (do not use family members for references)

Reference Name	Phone #	How do you know him or her?	For how long?
1.			
2.			

Certificates, Memberships, or Professional Licenses **related** to position:

Aquatic positions require American Red Cross Certification. Please check the certifications you currently hold and include expiration date.

- LIFEGUARD TRAINING _____ WATER SAFETY INST. _____ CPR/FPR _____
 TITLE 22 _____ BLOODBORNE PATHOGENS _____ OXYGEN ADMINISTRATION _____
 AED ADMINISTRATION _____ FIRST AIDE _____ CPR _____

Availability for Employment: List the days and hours you are available to work.						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are there any times that you are not available to work? Be sure to consider family vacations, summer school, etc.

Have you ever worked for North of the River Recreation & Park District? <input type="checkbox"/> Y <input type="checkbox"/> N	Have you ever applied for NOR? <input type="checkbox"/> Y <input type="checkbox"/> N
If yes to either of the above, list date(s): _____	What Position(s)? _____
List any different name(s) used: _____	

Do you have any friends or relatives working for NOR? N Y Name(s) and relationship: _____

Are you over 18 years of age? Y N If under 18, can you, after an offer of employment, submit a work permit? Y N

Have you ever been convicted of any offense other than a minor traffic violation? Y N

If yes, briefly describe below, or on a separate piece of paper or complete the district's Conviction Review form and attach to this application.

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

HOW DID YOU HEAR ABOUT THIS JOB OPENING? Friend/Relative District Website Other internet site Newspaper Walk-in
 Other (please specify): _____

<p>Answer only if the position requires a Drivers License, Do you have a valid California Driver's License? <input type="checkbox"/> Y <input type="checkbox"/> N DL #: _____ Class: _____ Expires: _____</p>	<p>If you don't have a CA Drivers License, is it presently restricted, suspended, or revoked? <input type="checkbox"/> Y <input type="checkbox"/> N Explain: _____</p>
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APPLICANT'S STATEMENT

Please read carefully

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 have personally completed this application. I understand that any 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 if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

I understand, also, that I am required to abide by all rules and regulations of the District. In addition, I understand that after an offer of employment and before reporting to work, a criminal records check will be required. I further understand that depending upon District policy, a physical examination and / or alcohol and drug screen may be required.

I understand that a job offer would be contingent upon the following: I must submit proof of U.S. citizenship or legal right to remain and work in the United States; I will be fingerprinted; I may be required to pass a physical examination; and I may be required to pass a urine test for substance abuse before I begin work.

SIGNATURE OF APPLICANT: _____

DATE: _____

<p>PERSONNEL USE ONLY:</p> <p>Reviewed by: _____ Date reviewed: _____ Copy sent to Supv: _____ Date: _____</p> <p>Minimum qualifications <input type="checkbox"/> Yes <input type="checkbox"/> No: _____</p> <p><input type="checkbox"/> Disqualified: _____ Response letter- date sent: _____</p> <p><input type="checkbox"/> Interviewed: date/time: _____ Job Offer <input type="checkbox"/> Yes <input type="checkbox"/> No: _____ <input type="checkbox"/> Accepted <input type="checkbox"/> Declined</p> <p>Remarks: _____</p>



APPLICANT DATA RECORD

To further its commitment to Equal Employment Opportunity, the District requests that applicants voluntarily provide the following information. This data will be kept in a confidential file separate from the Application for Employment solely for research purposes only to help us comply with government record keeping, reporting and other legal requirements. All information will be used in accordance with the state and federal regulations. Your cooperation in providing this information is essential to the success of the research and evaluation program.

Please print or type.

DATE: _____ POSITION APPLIED FOR: _____

AGE: _____ SEX: Male Female

RECRUITMENT RESEARCH: We would appreciate information on how you heard about this job opportunity in order to help us determine what the most effective recruitment source is. Please check one or more.

<input type="checkbox"/> Walk-In	<input type="checkbox"/> District Website NORrecreation.org
<input type="checkbox"/> Newspaper (please specify):	<input type="checkbox"/> Other Internet Site (please specify):
<input type="checkbox"/> District Employee - name:	<input type="checkbox"/> Job Fair/Recruiter –Event:
<input type="checkbox"/> Friend or Relative - name:	<input type="checkbox"/> Employment Agency (please specify):
<input type="checkbox"/> School (please specify):	<input type="checkbox"/> Other (please specify):

EDUCATION: (Please check the highest level achieved)

- Not a High School Graduate
- High School Diploma/GED
- Some College: How many years: _____
- Bachelor’s Degree: Major: _____

ETHNIC ORIGIN: (Please check one)

- White / Caucasian
- Black / African/American
- Hispanic
- Filipino
- American Indian / Alaskan Native
- Asian / Pacific Islander
- Other: _____