

# EMPLOYMENT APPLICATION

**GREATER VALLEJO  
RECREATION DISTRICT**



395 Amador Street  
Vallejo, CA 94590  
707 648-4600 • FAX 707 648-4616

type or print in ink

Position applied for	Date
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Name (Last, First, Middle)

Address street	city	state	zip
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Day Phone	Evening Phone	FAX
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Social Security No.	Drivers License - state and class
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If you are under 18 years of age, can you provide required proof of your eligibility to work?  
 yes  no

Can you provide proof of United States citizenship? <input type="checkbox"/> yes <input type="checkbox"/> no	If not, do you have a work permit from the U.S. Immigration and Naturalization Service? <input type="checkbox"/> yes <input type="checkbox"/> no
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Do you speak any other language beside English? <input type="checkbox"/> yes <input type="checkbox"/> no	On what date would you be available for work?
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Have you ever been employed with us before? <input type="checkbox"/> yes <input type="checkbox"/> no	May we contact your present employer? <input type="checkbox"/> yes <input type="checkbox"/> no
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Were you ever discharged or forced to resign from any position? If yes, explain.

Have you ever been convicted of any violations of the law?  yes  no

Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Code Sections 11357 (b or c), 11360 (b), 11364, 11365, and 11550 at it relates to marijuana. Conviction is not necessarily a bar to employment. Each case will be given individual consideration. Failure to list all convictions other than those exclude above will be considered fraud in securing appointment and will be grounds for termination. If yes, please list offense and date of conviction:

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## EDUCATION

High School	Highest Grade Completed <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Business or Trade School
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College or University	Study/Major	Units Completed	Degree
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College or University	Study/Major	Units Completed	Degree
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Professional Licenses, certificates or registrations

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## FOR OFFICE USE ONLY

W-4     I-9     Hep B     FP     WC

Arrange Interview <input type="checkbox"/> yes <input type="checkbox"/> no	Remarks
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Interviewer	Date of Interview
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Employed <input type="checkbox"/> yes <input type="checkbox"/> no	Job Title	Salary	Department
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Employed by (name and title)	Date Employed
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## EMPLOYMENT HISTORY



List your work record for the last 10 years. Begin with your most recent experience. Include volunteer experience, self-employment and U.S. Military Service. Describe the work you did as completely as possible. List each promotion separately. Explain any gaps in employment. If more space is needed use a separate sheet. You may attach a resume or other relevant documents.

Employer			
Address			Phone
Employed from	to	Position	Salary per hour
Supervisor	Number of employees you supervised	Reason for leaving	
Description of Duties			

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## PERSONAL REFERENCES (excluding relatives and supervisors)

Name	Phone	Relationship
Name	Phone	Relationship

## CERTIFICATE OF APPLICATION

I certify that all statements made in this application are true and I agree and understand that false statements or omissions of material fact herein may forfeit my right to any employment in the service of the Greater Vallejo Recreation District.

Signature \_\_\_\_\_ Date \_\_\_\_\_

All applicants must fill out both sides of this application. Persons offered full time employment may be required to take a medical examination appropriate for the position for which they are being considered. State law requires that all employees who work with minors be fingerprinted and checked. The Greater Vallejo Recreation District considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical conditions or disability, or any other legally protect status.