



**GREATER VALLEJO RECREATION DISTRICT**  
 395 Amador Street  
 Vallejo, CA 94590

Telephone: 707-648-4600      Fax: 707 648-4616      Apply online at [www.gvrd.org](http://www.gvrd.org)

## EMPLOYMENT APPLICATION

Please print in ink and complete all sections of this application

Position you are applying for:			Date	
Name (Last)		Name (First)		Name (M.I.)
ALIASES (MAIDEN NAME, AKAs) (Last)		ALIASES (First)		ALIASES (M.I.)
Street Address		Apt. No.	City	State
Zip	Home Phone		Cell/Other Phone	
Email address:			Drivers License - State and Class	
If you are under 18 years of age, can you provide required proof of your eligibility to work? <input type="checkbox"/> yes <input type="checkbox"/> 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	
Are you Bilingual? If yes, list language. <input type="checkbox"/> yes <input type="checkbox"/> no			On what date would you be available for work?	
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	
Were you ever discharged or forced to resign from any position? If yes, explain.				

### EDUCATION AND TRAINING

	Name & Address	Graduate - Degree	Major/Certificate	Circle last Year Completed	Units Completed
High School				<b>9 10 11 12</b>	
College/ University				<b>1 2 3 4</b>	
College/ University				<b>1 2 3 4</b>	
Certifications					
Professional Licenses					
Other Schools:					
Job Skills:					



# EMPLOYMENT HISTORY

List all work experience in the last 10 years. Begin with your most recent experience first. Include volunteer experience, self-employment and U.S. Military Service. Be specific describing your work and military experience. List each promotion separately. Explain any gaps in employment. If more space is needed use a separate sheet. If qualifying experience is part-time, be sure to list the number of hours per week spent in doing the work. You may attach a resume or other relevant documents. **DO NOT INDICATE "SEE RESUME"**

Employer			
Address			Phone
From (mm/yyyy)	To (mm/yyyy)	Position	Salary per hour
Supervisor	Number of employees you supervised	Reason for Leaving	
Description of Duties			

Employer			
Address			Phone
From (mm/yyyy)	To (mm/yyyy)	Position	Salary per hour
Supervisor	Number of employees you supervised	Reason for Leaving	
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Address			Phone
From (mm/yyyy)	To (mm/yyyy)	Position	Salary per hour
Supervisor	Number of employees you supervised	Reason for Leaving	
Description of Duties			

<b>PERSONAL REFERENCES</b> (excludes relatives and supervisors)		
Name	Phone	Relationship
Name	Phone	Relationship

## CERTIFICATE OF APPLICATION

I certify that all statements made in this application are true and complete to the best of my knowledge and further understand that any false, incomplete, or incorrect statements or omissions of material fact herein may forfeit my right to any employment with the Greater Vallejo Recreation District. I authorize the investigations of statements contained in this application for employment as may be necessary in arriving at an employment decision.

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

All applicants must pass fingerprint background check. Person(s) offered full time employment will be required to take a medical examination, pass fingerprint, drug screen and background check. State law requires that all employees who work with minors be fingerprinted and checked. The Greater Vallejo Recreation District shall not unlawfully discriminate against any employee, applicant for employment or participant because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation or military status of such person.