



INSTRUCTIONS

1. Complete all sections of form.
2. Print or typewrite.
3. Additional information may be attached.
4. Return to:
jobs@ncrposd.org
or, if you must, snailmail to:
Napa Open Space District
1195 Third Street, Second Floor
Napa, California 94559

EMPLOYMENT APPLICATION

<u>Position Applied For</u> State exact job title				
1. Name - Last		First Middle		
2. Address - Street		City State Zip Code		
3. PHONE		4. Social Security Number		
Mobile		5. Email Address		
Home				
Emergency				
6. Do you possess a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Expires Driver's License Number Class A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>		7. Can you, after an offer of employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
8. Please answer only if the job announcement for the position for which you are applying requires citizenship or minimum age. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No Birthdate				
9. Answer the following questions by placing an "x" in the YES or NO column. If you answer "YES" to any question, give additional information below in No. 10.			YES	NO
A. Were you ever a member of the State or Public Employees Retirement System? If yes, list employer and dates in No. 10.				
B. Were you ever discharged, released during probation, or have you resigned under pressure or unfavorable circumstances from any employment? Explain in No. 10.				
C. Are you now, or have you been employed by the County of Napa or California State Parks? Explain in No. 10.				
D. Are you related by blood or marriage to any person presently employed by the Napa Open Space District or the County of Napa? If yes, list name, department, and relationship in No. 10.				
10. Use this space or an attachment for details regarding any "YES" answers to A, B, C, D above or for other supplementary information.				

<p>11. WILL YOU ACCEPT:</p> <p>(a) Permanent Part-Time Work? (less than 40 hrs. per week)</p> <p>(b) Temporary, Extra Help Work? (whenever needed)</p> <p>(c) Evening/Night Work?</p> <p>(d) Saturday/Sunday Work?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">YES</th> <th style="width: 50%;">NO</th> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	YES	NO									<p style="text-align: center;">HUMAN RESOURCES DEPT. USE ONLY</p> <p>Application Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Rejected: Failed application review <input type="checkbox"/> Educ. <input type="checkbox"/> Exp. <input type="checkbox"/> Lic./Cert. <input type="checkbox"/> Insuff. Info.</p> <p style="padding-left: 40px;">Filed after Deadline <input type="checkbox"/></p> <p style="padding-left: 40px;">Failed Test <input type="checkbox"/> Written <input type="checkbox"/> Oral <input type="checkbox"/> Perf.</p> <p>Referral: Employee Request No. _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
YES	NO											

Date of Receipt

12. CERTIFICATE OF APPLICATION (Read carefully before signing.)

I hereby certify that all statements made in this application are true to the best of my knowledge, and I agree and understand that any misstatement of material facts herein may cause forfeiture on my part of all rights to any employment in the service of the Napa Open Space District.

Signature _____ Date _____

EDUCATION AND EXPERIENCE

Please read the qualification section of the job announcement before completing this side.

13. Education	High School Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No If no, indicate highest grade completed Passed High School Equivalency Test or GED <input type="checkbox"/> Yes <input type="checkbox"/> No
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A. Name & location of college/university/ other schools	Study or major	Semester units	Quarter units	Degree received	Date completed

B. Valid certificates of professional or vocational competence, licenses and/ or memberships in professional associations. Include effective and expiration dates.	14. In addition to English, I can fluently: <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write Language(s)
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15. Experience: List your most **relevant** experience including military service you feel qualifies you for the job for which you are applying. List any volunteer experience which you believe helps you meet the requirements of the classification for which you are applying, showing actual time (number of hours per week) spent in such experience with "VOLUNTEER" written in the space following salary. Provide details of the duties relevant to the position for which you are applying. Attach sheets if additional space is needed. **Resumes will not be accepted in lieu of completing this section.**

Period of Employment	Job Title and Most Important Duties Performed	16. May we contact present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
A. From To Total Yr(s). Mo(s). Hours per week Salary \$ per	Job title: Duties:	Name, address, and phone no. of employer: Immediate supervisor: Reason for leaving:
B. From To Total Yr(s). Mo(s). Hours per week Salary \$ per	Job title: Duties:	Name, address, and phone no. of employer: Immediate supervisor: Reason for leaving:
C. From To Total Yr(s). Mo(s). Hours per week Salary \$ per	Job title: Duties:	Name, address, and phone no. of employer: Immediate supervisor: Reason for leaving:
D. From To Total Yr(s). Mo(s). Hours per week Salary \$ per	Job title: Duties:	Name, address, and phone no. of employer: Immediate supervisor: Reason for leaving:
E. From To Total Yr(s). Mo(s). Hours per week Salary \$ per	Job title: Duties:	Name, address, and phone no. of employer: Immediate supervisor: Reason for leaving:

Recruitment Questionnaire

Please indicate how you became aware of this job opportunity.

Word of Mouth

A District Employee B Relative or Friend

C Other (Specify) _____

Advertisement

D Newspaper E Radio

F Craigslist G Other

Bulletin Board

H County HR I Other County Depts.

J Community College K State Employment (EDD)

L Other (specify) _____

Community Organization

M Specify _____

Other

N District Website O Open Space Council
