



# YOLO EMERGENCY COMMUNICATIONS AGENCY

An Equal Opportunity Employer

35 N. Cottonwood Street, Woodland, CA 95695

Phone: 530.666.8900 ~ Fax: 530.666.8909

Email: [jobs@yolo911.org](mailto:jobs@yolo911.org) Website: [www.Yolo911.org](http://www.Yolo911.org)

## POSITION APPLYING FOR:

**IMPORTANT: COMPLETE ALL UNSHADED SECTIONS. AN INCOMPLETE APPLICATION WILL DELAY ACTION AND MAY DISQUALIFY YOU.** APPLICATIONS MUST BE RETURNED NO LATER THAN THE FINAL FILING DATE. **NOTE: BE CERTAIN**

FIRST NAME		MIDDLE		LAST		
MAILING ADDRESS			CITY	STATE	ZIP CODE	
HOME PHONE		WORK PHONE		EMAIL		
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (For record control only)						
VALID DRIVER'S LICENSE NO:	STATE	CLASS	EXPIRATION DATE			
DO YOU SPEAK ANOTHER LANGUAGE FLUENTLY				YES	NO	IF YES SPECIFY
VETERANS PREFERENCE REQUESTED?		YES	NO			
<b>(COPY OF DD-214 MUST BE ATTACHED PRIOR TO FINAL FILING DATE)</b>						
CAN YOU PROVIDE THE DOCUMENTATION NECESSARY TO PROVE YOUR IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED STATES			YES	NO		

YOU HAVE COMPLETED ALL INFORMATION IN ALL THE BOXES. ALL INFORMATION IS SUBJECT TO VERIFICATION. INCOMPLETE OR ILLEGIBLE APPLICATION WILL NOT BE CONSIDERED, KEEP YECA INFORMED OF ADDRESS CHANGES

<p>Have you ever been convicted, pled guilty or no contest to any criminal offense?    YES    NO</p> <p>If yes, explain below, adding an attachment if necessary, regarding the date, place and circumstances of the conviction or plea, the fine or sentence received. You may omit any offense for which the only punishment imposed was a fine of less than \$50. <b>Any offense for which you were convicted for which the punishment imposed was a fine in excess of \$50, which required serving a jail or prison sentence, or which required probation, MUST be reported.</b> (A criminal record does not necessarily mean the Agency cannot hire you. Each case is given individual consideration based on job relatedness).</p>
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Applicant Name: \_\_\_\_\_

Do you have a High School Diploma or a G.E.D. Certificate?      YES      NO			
Colleges Attended	Degrees Received	Major Subjects	Units Completed
Professional License or Certifications	Issuing Agency	Date Issued	Expiration Date
<p><b>CERTIFICATION:</b> I hereby certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement may result in my disqualification from the examination process or dismissal from employment with the Yolo Emergency Communications Agency. I authorize the employers and educational institutions identified in this Employment Application to release any information they may have concerning my employment or education to YECA.</p>			
_____		_____	
Your Signature		Today's Date	

**HUMAN RESOURCES ONLY**

**DO NOT WRITE IN SHADED AREA –**

<b>Accepted</b>	<b>Subject To:</b>	<b>Written Exam Date:</b>	<b>Interview</b>
<b>Rejected</b>	<b>EXP      ED</b> <b>Deadline</b>	<b>Written Exam Score:</b>	<b>Date:</b>
<b>Date:</b>	<b>Other:</b>	<b>WPM:</b>	<b>Time:</b>

Applicant Name: \_\_\_\_\_

**Complete this section even if you attach a resume.**

**EXPERIENCE:** List all jobs you have held in the **LAST TEN YEARS.** **PUT YOUR PRESENT OR MOST RECENT JOB FIRST.** If you need more space, attach additional sheets.

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (YEARS/MONTHS)	EMPLOYERS NAME	PHONE NUMBER
ADDRESS			
DUTIES PERFORMED			
REASON FOR LEAVING			
FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (YEARS/MONTHS)	EMPLOYERS NAME	PHONE NUMBER
ADDRESS			
DUTIES PERFORMED			
REASON FOR LEAVING			
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ADDRESS			
DUTIES PERFORMED			
REASON FOR LEAVING			

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ADDRESS			
DUTIES PERFORMED			
REASON FOR LEAVING			

## Required Documents:

To expedite your application and ensure your application is processed correctly, please make sure to completely fill out your application, leaving no blank spaces. Applications that are incomplete could disqualify you from the process. The Agency also requires additional documents to be submitted for this position, as shown below:

1. Agency Application (Fully Completed)
2. Cover Letter
3. Resume
4. Typing Certificate for 35 WPM – **Online certificates will not be accepted**

The typing certificate must be submitted with your application and must include the following: time limit of the test (minimum of three minutes), gross words per minute, number of errors, date of test (within one year) and the signature of the person administering the test. The certificate must be original and on agency letterhead.

To obtain a “free” certified typing test visit:

**Yolo County Health and Human Services Agency**  
25 North Cottonwood Street  
Woodland, CA 95695

**Hours:** Monday - Friday 8 a.m. - 4 p.m.

**Phone:** (530) 661-2641

Walk-ins are welcome, appointments are preferred.

## Recruitment Questionnaire

Please indicate below how you became aware of this job opportunity and return with your application submission:

### Word of Mouth

- Agency Employee
- Relative or Friend

### Advertisement

- Newspaper
- Radio Television
- Trade or Professional Journal
- Community Organization

### Human Resources Website

- Government Personnel Office
- State Employment Office
- Public Safety Agency

### Bulletin Boards/Public Organizations

- City/County Personnel Office
- State Employment Office (EDD)
- CalOpps.org
- University/College: \_\_\_\_\_

### Internet Site

Specify: \_\_\_\_\_

### Job Fair

Location: \_\_\_\_\_

*Thank you for your interest in pursuing a career with Yolo911*