



YOLO EMERGENCY COMMUNICATIONS AGENCY

An Equal Opportunity Employer

P.O. Box 8508 Woodland, CA 95776

Phone: 530.666.8900 ~ Fax: 530.666.8909

Email: jobs@yolo911.org Website: 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 | |
| (COPY OF DD-214 MUST BE ATTACHED PRIOR TO FINAL FILING DATE) | | | | |
| 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

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Have you ever been convicted, pled guilty or no contest to any criminal offense? | YES | NO |
| <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. 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. (A criminal record does not necessarily mean the Agency cannot hire you. Each case is given individual consideration based on job relatedness).</p> | | |

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>CERTIFICATION: 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> | | | |
| <p>_____</p> <p>Your Signature</p> | | <p>_____</p> <p>Today's Date</p> | |

HUMAN RESOURCES ONLY

DO NOT WRITE IN SHADED AREA –

| | | | |
|-----------------|--------------------|----------------------------|------------------|
| Accepted | Subject To: | Written Exam Date: | Interview |
| Rejected | EXP ED | Written Exam Score: | Date: |
| Date: | Other: | WPM: | Time: |

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 | | | |
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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

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