

At time of hire, District employees must meet the documentation requirements of the immigration Reform and Control Act of 1986

SAN BERNARDINO COUNTY SPECIAL DISTRICTS EMPLOYMENT APPLICATION

FAILURE TO COMPLETE ALL ITEMS ON THE APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THE EXAMINATION PROCESS.

1. Job Title (Indicate the level[s] for which you are applying)

2. Soc. Sec. No. - -

3. Your Name:

4. Mailing Address: Last First MI

Number Street Apt. No.

5. Home Phone: City State Zip Code

Area Code - - Area Code - - Extension

FAILURE TO ACCEPT A JOB OR APPEAR FOR AN INTERVIEW MAY RESULT IN REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.

6. Indicate the type of appointment(s) you will accept: Full-time position Temporary or recurrent position Part-time position

7. Indicate the geographic areas where you will work. Refusing a job offer if you check its location below will result in removal from the list.

- WEST END VALLEY LOWER DESERT UPPER DESERT MOUNTAINS
- Ontario/Chino San Bernardino/Colton 29 Palms Victorville Crestline
- Rancho Cucamonga Fontana Joshua Tree/ Barstow Lake Arrowhead/
- Redlands/Yucaipa Yucca Valley Trona Blue Jay/Twin Peaks
- Needles Big Bear
- Running Springs

8. Indicate your availability for the following. Refusing a shift you have selected will result in removal from the list.

- Day Swing Night Rotating shifts Weekend

9. If there is only one District/Section for which you do wish to be considered, put that District/Section here: _____

10. Bilingual skills: Languages other than English in which fluent: _____ Write Speak

11. As an adult (age 18 or older), have ever been convicted of a misdemeanor or felony? No Yes You must complete this section to be considered for the job. Make attachments if needed. Convictions are evaluated for each position and are not necessarily disqualifying.

Date and location of conviction: _____ Penal Code violation number: _____

Explanation (Attach separate sheet, if necessary.): _____

12. How did you learn about this position? _____

13. If this position requires typing and/or data input skills, please indicate. Typing speed:

IF YOU FEEL YOU HAVE A NEED FOR SPECIAL TESTING ARRANGEMENTS DUE TO A DISABILITY, CALL (909) 387-6007.

14. CERTIFICATE OF APPLICANT: I certify that all statements made in this entire application, including any attachments, are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (Please print) Signature Date

Applicant's internet E-Mail Address and Fax Number, if applicable

FOR OFFICIAL USE ONLY (Do not write in this space.)
Eligible _____
Ineligible _____ Reason _____

Return to: COUNTY OF SAN BERNARDINO SPECIAL DISTRICTS DEPT.
Human Resources Division
157 West Fifth Street, 2nd Floor
San Bernardino, CA 92415-0440 (909) 387-6007

16. EXPERIENCE: Provide a complete employment history beginning with your current or most recent job. If additional space is needed, attach a sheet of paper. *Do not refer to a résumé.* Only those jobs listed will be considered in determining your eligibility. List each job title separately, even if the employer is the same. Incomplete information will result in disqualification.

From (Mo/Day/Yr)	Title of Your Most Recent Position	Company Name	Phone	Name & Title of Immediate Supervisor
To (Mo/Day/Yr)	Number and Street	City	State	Reason for Leaving
Hours Worked Per Week	Description of Duties			

				FOR OFFICE USE
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From (Mo/Day/Yr)	Title of Position	Company Name	Phone	Name & Title of Immediate Supervisor
To (Mo/Day/Yr)	Number and Street	City	State	Reason for Leaving
Hours Worked Per Week	Description of Duties			

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17. Please list any other names that you have ever used: _____

18. Use this space to list license or certificate number and expiration date; other courses, training or education specifically required; or explanation of other items. _____

19. EDUCATION: (If Job Announcement requires course work in specific areas, attach a list of courses completed.)

College or University (City, State, Country)	Major	Quarter Units Completed _____	Semester Units Completed _____
	Minor	Type of Degree	<input type="checkbox"/> In progress <input type="checkbox"/> Completed
Graduate Work - College or University (City, State, Country)	Major Field	Quarter Units Completed _____	Semester Units Completed _____
		Type of Degree	<input type="checkbox"/> In progress <input type="checkbox"/> Completed

**AN EQUAL OPPORTUNITY AND ADA COMPLIANT EMPLOYER
SAN BERNARDINO COUNTY SPECIAL DISTRICTS DEPARTMENT**

Applications are accepted only for jobs that are in the open recruitment process. Your application must be filed in Special Districts/County Fire Department, Human Resources Division, or specified office by the closing date listed on the job announcement. A separate application must be submitted for each position, unless otherwise indicated on the announcement. You may apply for as many jobs as you are interested in and qualify for. Benefits offered with the job are listed on the job announcement.

All applicants' qualifications will be reviewed, and those meeting or exceeding the minimum qualifications will be notified to take an examination, if applicable, or be competitively evaluated. A list of qualified candidates will be established in descending order of scores obtained during the examination

process. Referrals to vacant positions will be made with those achieving higher scores referred first over those with lower scores. The Human Resources Division, or specified District, will notify successful candidates of the selection interview, as well as notify the person to whom a job offer is made. Candidates' names may remain on eligibility lists for a specified period of time. Job offers are made with the understanding that candidates must pass a medical examination, which may include a drug test and/or psychological evaluation. Failure to meet medical standards may result in termination or withdrawal of appointment if employed prior to completion of medical examination. Prior to appointment, some positions require applicants to be fingerprinted and successfully pass a background investigation.

***** Please note that we are unable to provide photocopies of applications, resumes or other materials *****