



Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945  
415-878-2690  
www.novatofire.org

**NFD Use Only**  
Date/Time Rec'd:

## EMPLOYMENT APPLICATION

*Please type or print in ink, and ensure you are submitting a completed application. Incomplete or illegible applications will not be considered.*

Position Desired: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Mailing Address: \_\_\_\_\_  
STREET OR PO BOX CITY STATE ZIP

Phone: Home (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

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### EDUCATIONAL INFORMATION

Do you have a high school diploma or GED Certificate? Yes\_\_\_\_ No\_\_\_\_ Highest Grade Completed: \_\_\_\_\_

Name High School: \_\_\_\_\_

Address of High School: \_\_\_\_\_

Have you attended a college, university, or vocational school? Yes\_\_\_\_ No\_\_\_\_

Name of College/University/Vocational School: \_\_\_\_\_

Address of College/University/Vocational School: \_\_\_\_\_

Did you obtain a degree or certificate? Yes\_\_\_\_ No\_\_\_\_ If no, number of units completed: \_\_\_\_\_

If yes, please list degree or certificate and major/area of study: \_\_\_\_\_

Do you have any other college, university, or vocational school credits/units? Yes\_\_\_\_ No\_\_\_\_

If yes, name of college/university/vocational school: \_\_\_\_\_

Units Completed: \_\_\_\_\_

## EDUCATIONAL INFORMATION (Continued)

Please list any technical or professional licenses related to this position:

Please list any additional specialized training for this position:

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### EMPLOYMENT HISTORY (BEGINNING WITH MOST RECENT)

1. From: \_\_\_\_\_ Job Title: \_\_\_\_\_

To: \_\_\_\_\_ Supervisor's Name\*: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Describe Job Duties:

Reason for Leaving: \_\_\_\_\_

*\*Your current supervisor will not be contacted until a background investigation is initiated*

2. From: \_\_\_\_\_ Job Title: \_\_\_\_\_

To: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Describe Job Duties:

Reason for Leaving: \_\_\_\_\_

3. From: \_\_\_\_\_ Job Title: \_\_\_\_\_

To: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Describe Job Duties:

Reason for Leaving: \_\_\_\_\_

Were you every discharged or asked to resign from any position you held? Yes\_\_\_\_ No\_\_\_\_

If yes, state circumstances: \_\_\_\_\_

Do you have any relatives employed by the Novato Fire Protection District? Yes\_\_\_\_ No\_\_\_\_

If yes, please state their name, relationship to you, and position in which they are currently employed:

\_\_\_\_\_

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### ADDITIONAL INFORMATION

Based upon your education and experience, please describe the skills, knowledge and abilities which qualify you for this position:

## EQUAL OPPORTUNITY EMPLOYER

The Novato Fire Protection District accepts for employment and promotes its employees without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), age, marital status, national origin, ancestry, genetic information, disability, veteran status, or an unfavorable discharge from military service, and bases appointments and promotions on merit, experience, and other qualifications applied fairly to all applicants and in accordance with State and Federal law.

*I certify that the information contained in this application is true to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, on this or any other employment form will be sufficient reason not to hire me and will be cause for my dismissal.*

*I understand the Novato Fire Protection District is in no way obligated to provide employment and that I am in no way obligated to accept employment. This application does not bind either party for a specific period of time regarding employment and the statements herein do not constitute any sort of contract of employment.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## SUPPLEMENTAL QUESTIONNAIRE

<b>Position Applied For:</b>	<b>Date:</b>
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In accordance with Section 1233 of the State Government Code and Section 1420 of the State Labor Code, the information requested below will be used for statistical purposes only. It will enable the Human Resources Division to more effectively evaluate the recruitment process in meeting affirmative action goals, and to determine if there is any adverse impact in the selection process on groups protected under federal and state equal opportunity laws. This information is requested on a voluntary basis and will not be retained as part of your application. If you have any questions regarding this request, please contact the Human Resources Division. Your application will be processed whether or not you complete these questions.

***PLEASE DO NOT PLACE NAME ON THIS FORM***

**Male** \_\_\_\_                      **Female** \_\_\_\_

**Ethnic Category**

- \_\_\_\_ African American
  
- \_\_\_\_ Asian
  
- \_\_\_\_ Caucasian
  
- \_\_\_\_ Hispanic or Latino
  
- \_\_\_\_ Native American or Alaska Native
  
- \_\_\_\_ Native Hawaiian or other Pacific Islander

**Referral Source**

- Posted Job Announcement (list where posted): \_\_\_\_\_
  
- Professional Journal (name): \_\_\_\_\_
  
- Website (name): \_\_\_\_\_
  
- Friend or Relative: \_\_\_\_\_
  
- Other: \_\_\_\_\_



**Novato Fire Protection District**  
95 Rowland Way  
Novato, California 94945-5054

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

Please complete the NFD application and attach copies of the documents listed below.

**Position Applied For: Reserve Firefighter**

**Required Documents:**

\_\_\_ Original, signed copy of the Novato Fire District Employment Application

\_\_\_ Detailed Résumé

\_\_\_ Copy of high school diploma, GED certificate, or transcripts (college transcripts or diploma also accepted)

\_\_\_ Any licenses or certifications pertinent to the position

\_\_\_ DD 214 Long Form **(Required for all former military personnel)**