



County of San Benito Sheriff's Department

-- An Equal Opportunity Employer --

Volunteer Application MOUNTED SEARCH AND RESCUE UNIT (MSAR)

Return To:

SAN BENITO COUNTY SHERIFF'S OFFICE

451 Fourth Street • Hollister, CA 95023

Voice: (831) 636-4080 • Fax: (831) 636-1416

02/27/2004

No. _____

Date Rec'd: _____

For HR Use Only

IMPORTANT: Please complete this volunteer application form ONLY if you meet the requirements of the position as described in the Volunteer Announcement. Volunteer applications are subject to disqualification if not completed FULLY. All Volunteer applications must be in the Human Resources department by the published closing date. POSTMARKS will not qualify.

1. Position Applying For: **San Benito County Mounted Search & Rescue Unit Volunteer**

2. Your Name: _____
Last First Middle Initial

3. a. Address: _____
Number and Street OR P.O. Box City State Zip Code
No.

b. E-Mail: _____

c. Telephone Number: _____
Home Work Cell or Message
May we contact you at your work number?
 Yes No

4. Your Social Security Number: _____
In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. The Social Security Number will be used for identification purposes to ensure that proper records are maintained.

5. Do you have a valid driver's license? Yes No State: _____ Class: A B C D
License No. _____ Expiration Date _____

6. a. If you are not a U.S. citizen, do you have the legal right to remain permanently in the United States? Yes No
b. Can you, after employment, submit proof of your legal right to work in the United States? Yes No

7. a. Are you 21 years of age or older? Yes No

8. Are you able, with or without reasonable accommodation, to perform the essential functions of the position for which you are applying as stated in the job announcement? Yes No

9. a. Are you now working, or have you ever worked for, the County of San Benito? Yes No

b. If YES, please list the name of the department, position, and dates employed below.

Department	Position	Dates Employed	
		From:	To:
		From:	To:

10. a. Are you related to anyone who works for the County of San Benito by blood, marriage, or adoption? Yes No

b. If YES, please provide the following information:

Name:	Relationship:	Department:
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11. **Criminal Conviction/Traffic Violations: Have you ever been convicted of:**

(a) A misdemeanor, gross misdemeanor or felony (excluding juvenile adjudication)? Yes No

(b) A moving traffic violation within the last five years? Yes No

If yes, attach statement giving date(s), time(s), locations(s), circumstance(s), and dollar amount of fine(s). Include any conditions of your parole and/or probation, if applicable. Moving traffic violations will only be considered if driving a vehicle is a job requirement. A criminal conviction is not an automatic bar to employment. Each case is considered on its individual merits. LACK OF REQUESTED INFORMATION IS BASIS FOR REJECTING A VOLUNTEER APPLICATION.

12. a. Have you ever been fired or forced to resign from any job? Yes No b. If YES, please explain below:

(Please attach additional sheets if necessary to provide information required by Questions 9, 10, 11, and 12).

FOR HR USE ONLY

Accepted Denied _____

Evaluator: _____

Date: _____

Reason(s) for Denial

- Does not meet minimum qualifications.
- Volunteer application received after the filing deadline.
- Volunteer application is Incomplete, missing required information.
- Failed written/oral exam or other job-related test.
- Other - Explain: _____

13. How did you first learn of this opening?

<input type="checkbox"/> County Employee	<input type="checkbox"/> Ad in the Free Lance
<input type="checkbox"/> County Web Site	<input type="checkbox"/> Ad in the Pinnacle
<input type="checkbox"/> County Job Hotline	<input type="checkbox"/> Ad in Jobs Available
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Ad in Professional Journal

14. Availability. Check the type(s) of work you will accept:

<input type="checkbox"/> Full-time regular	<input type="checkbox"/> Temporary
<input type="checkbox"/> Part-time regular	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Shift - Weekend & Holiday	<input type="checkbox"/> Intermittent / On-Call

16. a. EDUCATION: Did you graduate from high school? Yes No
 b. If NO, did you receive a G.E.D.? Yes No

c. Check number of years completed: (7 or less) 8 9 10 11 12 13 14 15 16 More than 16

d. Check highest educational attainment: A.A. or A.S. Degree B.A. or B.S. Degree M.A. or M.S. Degree Doctorate Degree

College, Business or Trade School (City, State)	Major	Sem. Units Completed	Qtr. Units Completed	Type of Degree Conferred

17. **EMPLOYMENT HISTORY:** List the positions you have held starting with your most recent job. Include military and relevant volunteer experience. If you were employed under another name, write in the name by which you were known to your employer. If additional space is needed, attach a sheet of paper. This section must be fully completed. A resume may be attached, but will not be accepted in lieu of this section.

Attach additional sheets if necessary

Dates of Employment: <table border="1"> <tr> <td>Mo.</td> <td>Yr.</td> <td>To</td> <td>Mo.</td> <td>Yr.</td> </tr> <tr> <td>-</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Mo.	Yr.	To	Mo.	Yr.	-					Employer (Business or Agency Name)	Address	City & State	Zip Code
Mo.	Yr.	To	Mo.	Yr.											
-															
Total Service: yrs. mos.		Title of Your Position:	No. Employees supervised by you:	Supervisor's Name and Phone No.											
Hours Per Week:	Principal Job Duties (Be Specific):														
Reason for Leaving:	1. _____														
	2. _____														
	3. _____														
	4. _____														
	5. _____														
	6. _____														
	7. _____														
	8. _____														

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		7.						
				8.				

Please describe your Horsemanship skills as they would relate to the Volunteer Mounted Search and Rescue Unit. Please limit your response to one page.

Please describe any additional experience you have that would prove to be beneficial to the Volunteer Mounted Search and Rescue Unit. Please limit your response to one page.

18. REFERENCES: Give names and addresses of three people, not relatives, whom we may contact who have knowledge of your knowledge, skills and abilities. You may use past employers.

Name	Address	Telephone Number	Business or Occupation

Volunteer Applicant Certification:

IMPORTANT. PLEASE READ BEFORE SIGNING.

- | | |
|--|---|
| <p>1. I declare that any statements made by me in this volunteer application or information provided are true and complete. I understand that statements made and information provided by me are subject to verification and that any misrepresentation, fraud, or omission of material facts are grounds to deny County employment or for disciplinary action, including dismissal, after employment.</p> <p>2. I attest that I have the legal right to live and work in the United States (proof required on acceptance of employment).</p> <p>3. In connection with this Volunteer application, I authorize the County of San Benito and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with</p> | <p>the County and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. (Check box below if you do not want your present employer contacted.) Moreover, I hereby release the County of San Benito and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.</p> <p>4. <input type="checkbox"/> I request that you do not contact my present employer unless necessary to determine my qualifications for the position.</p> <p>5. I affirm that I have read the minimum requirements for the Volunteer Mounted Search & Rescue Unit and I meet the minimum standards to perform the requested duties.</p> |
|--|---|

X	
Signature	Date

Return Application To:
SAN BENITO COUNTY SHERIFF'S OFFICE
 451 Fourth Street • Hollister, CA 95023 Voice: (831) 636-4080 • Fax: (831) 636-1416

No. _____

For Human Resources Use Only

Equal Opportunity Employment

To further its commitment to Equal Opportunity Employment, San Benito County is requesting applicants to voluntarily provide the following information. The information will be detached from the volunteer application. The following information will be used by the San Benito County Human Resources Department for research and statistical purposes only. Federal and State laws make it unlawful to discriminate in employment on the basis of race, color, religion, sex, national origin, handicap or age. Your participation is voluntary and would be greatly appreciated. This information will be kept separate and confidential and will not be used to make any employment decision:

Position Applied For:

Date:

Sex: Male Female

Age Group:

Under 21	<input type="checkbox"/>
21-29	<input type="checkbox"/>
30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>
50-59	<input type="checkbox"/>
60 or Over	<input type="checkbox"/>

Ethnic Categories:

White	<input type="checkbox"/>
Black	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>
Asian/Pacific Islander	<input type="checkbox"/>
American Indian or Alaskan Native	<input type="checkbox"/>
Other	<input type="checkbox"/>

Is there any accommodation you require in conjunction with the employment process, including testing and interview arrangements?

Yes No

If yes, please state the accommodation which you require:

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Hollister, CA 95023

INSTRUCTIONS FOR COMPLETING THE SAN BENITO COUNTY APPLICATION FOR VOLUNTEER SERVICES

1. **Read the volunteer flyer carefully** before you apply. Flyers contain special instructions and requirements. It is your responsibility to ensure that you meet those

requirements. If you have not seen a volunteer flyer, you can receive or view one by:
a. Visiting the Human Resources Department at 481 Fourth Street, Hollister.

- b. Calling and leaving a message on the Human Resources Department's 24-hour job hotline on (831) 636-4000.
 - c. By visiting our Web Site at www.sbcsheriff.org
2. **Do not substitute a resumé or other Volunteer application form for this volunteer application.** Résumés may be attached only for additional information.
 3. **Print clearly in dark ink or type.** Give complete and accurate information.
 4. **Employment History Section. Be specific and complete.** The information provided will be used to determine if you meet the minimum qualifications, and, if an examination is required, whether you will be admitted. For jobs with training and experience rating, scores may be based upon information in this section.
 - a. List your present or most recent experience first. Include all job related volunteer and/or unpaid experience.
 - b. List each job (including promotions) separately, even if it was within the same organization.
 - c. If you attach additional information sheet(s), include **all** of the information requested on the volunteer application, i.e., dates of experience, hours per week, etc.
 - d. If the hours per week on a job vary, use the **average** number of hours per week. Part-time experience is prorated according to the number of hours worked, using a 40-hour week as the standard for full-time work.
 - e. To receive proper credit, list the most important and/or time consuming **activities** and the percentage of time spent on each for each position. Percentages should add up to 100%. Do not include unimportant duties that are performed only occasionally.
 8. Sign and date the volunteer application in the spaces provided. Your signature indicates your agreement with the statements listed above it and an understanding of the statements listed on this page.
 9. Retain a copy of the volunteer application for presentation to the recruiting agency when called for an interview. **The Human Resources Department or the Sheriff's Office cannot supply copies.**
 10. **Submit the volunteer application as directed on the volunteer flyer.** Your volunteer application must be delivered to the San Benito County Human Resources Department by 5:00p.m. on the final filing date. Volunteer applications received after the final filing date will not be accepted. Additional information may not be accepted after the close of the filing period.
 11. Your volunteer application and all attachments become the property of the Human Resources Department and cannot be returned. Work samples, letters of recommendation and the like should **not** be submitted with the volunteer application. You may take such materials with you to an actual interview.
 12. The incomplete or improper completion of a volunteer application may result in the volunteer application being returned or rejected.
 13. **Attention Current County Employees.** You must indicate your department, and, if applicable, your division.
 14. Contact the Mounted Unit Coordinator if you have any questions about completing the volunteer application **OR** if there is any change to your name, address, telephone number or promotional status.