

## EQUAL EMPLOYMENT OPPORTUNITY

To assist Plumas Rural Services, Inc. in its commitment to equal employment opportunity, all applicants are asked to voluntarily provide the following information. The information provided will not be used in the hiring process. This section will be separated from the application prior to review for employment.

1. Your gender

Male

Female

2. Your age group

under 21

21-29

30-39

40-49

50-59

60-69

70 and over

3. Please check the one box which best describes your race/ethnicity.

**White**-(not of Hispanic origin)-Persons having origins in any of the original peoples of Europe, South Africa, or the Middle East.

**African-American**-(not of Hispanic origin)-Persons having origins in any of the Black racial groups of Africa.

**Hispanic**-Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander** (except Filipino)-Persons having origins in any of the original peoples of the Far East Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example: China, Japan, Korea, and Samoa.

**Filipino**-Persons having origins in any of the original peoples of the Philippine Islands.

**American Indian or Alaskan Native**-Persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

4. Check all disabilities you have which impair one or more of your major life activities (caring for yourself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and holding gainful employment):

No Disabilities

Orthopedic/Amputations

Mental Retardation

Respiratory

Diabetes

Mental/Emotional

Hearing

Epilepsy

Heart-Circulatory

Digestive

Cancer

Alcoholism/Drug Addiction

Speech

Neurological/Dyslexia

Blood

Kidney

Skin Conditions

Other (Specify)\_\_\_\_\_  Sight

5. Are you a veteran, spouse of a 100% disabled veteran or a widow or widower of a veteran?

Yes  No

Thank you for your assistance!

**PLUMAS RURAL SERVICES, INC.**  
EMPLOYMENT APPLICATION

Return Application with Resume and Cover Letter To:

Plumas Rural Services, Inc.  
711 E. Main St.  
Quincy, CA 95971

PLEASE PRINT OR TYPE

Plumas Rural Services is an Equal Opportunity Affirmative Action Employer. PRS will not discriminate against an applicant because of race, disability, color, creed, religion, sex, age, national origin, ancestry, citizenship, veteran status, or sexual orientation.

Date: \_\_\_\_\_

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PERSONAL INFORMATION

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Name: \_\_\_\_\_  
Last                          First                          Middle Previous Name, if applicable

Mailing Address: \_\_\_\_\_  
City                          State                          Zip                          County

Phone: \_\_\_\_\_                          Other Phone: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_

Are you legally eligible for employment in the United States?     Yes                           No

Are you over eighteen years of age?                           Yes                           No

May we contact your present employer?     Yes                           No

Do you possess a driver's license?     Yes                           No

If yes, Number \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_

Expiration: \_\_\_\_\_

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**EDUCATION**

Check the appropriate box if you possess one of the following:

- High School
- G.E.D.
- California High School Proficiency Certificate

| College, Business/Trade Schools,<br>Special Training<br>Name and Location | Course of<br>Study/Major | Units<br>Completed | Degree/Certificate<br>Awarded<br>Yes or No | Type<br>Degree/<br>Certificate |
|---|--------------------------|--------------------|--|--------------------------------|
|   |                          |                    |  |                                |
|   |                          |                    |  |                                |
|   |                          |                    |  |                                |
|   |                          |                    |  |                                |

**LICENSES OR PERMITS HELD**

Type: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Type: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**OTHER SKILLS**

**Computer Skills**

Please list computer software used, versions of the software, dates used and your level of proficiency:

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**Other Relevant Skills:**

In addition to your employment history, please summarize other experiences, skills, training, professional licenses, or qualifications you possess that are relevant to this position.

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**EMPLOYMENT HISTORY**

You must complete this section. Do not attach a resume as a substitute. Begin with your most recent experience, starting with your current job. Be sure to include all experience which demonstrates that you meet the minimum qualifications as shown on the announcement and job description for the position. Attach additional sheets if you need more space to describe or list former employers. If you supervise(d) employees, include the number of employees you supervise(d). If you held more than one position with the same employer, list each separately.

|                     |              |  |                        |
|---------------------|--------------|--|------------------------|
| Mo/Yr<br>To         | Mo/Yr        | Employer's Name, Address<br>and Telephone Number | Title of Your Position |
| Hours per Week:     | Name:        | Duties Performed:                                |                        |
| Reason for Leaving: | Address:     |  |                        |
|                     | Telephone #: |  |                        |
| Mo/Yr<br>To         | Mo/Yr        | Employer's Name, Address<br>and Telephone Number | Title of Your Position |
| Hours per Week:     | Name:        | Duties Performed:                                |                        |
|                     | Address:     |  |                        |
| Reason for Leaving: | Telephone #: |  |                        |
| Mo/Yr<br>To         | Mo/Yr        | Employer's Name, Address<br>and Telephone Number | Title of Your Position |
| Hours per Week:     | Name:        | Duties Performed:                                |                        |
|                     | Address:     |  |                        |
| Reason for Leaving: | Telephone #: |  |                        |
| Mo/Yr<br>To         | Mo/Yr        | Employer's Name, Address<br>and Telephone Number | Title of Your Position |
| Hours per Week:     | Name:        | Duties Performed:                                |                        |
|                     | Address:     |  |                        |
| Reason for Leaving: | Telephone #: |  |                        |

**Plumas Rural Services - Employment Application**

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**TIME NOT ACCOUNTED FOR  
ABOVE:**

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Please explain any lapses of time from your employment history above.

|                           |              |                     |
|---------------------------|--------------|---------------------|
| <b>Mo/Yr</b><br><b>To</b> | <b>Mo/Yr</b> | <b>Explanation:</b> |
| <b>Mo/Yr</b><br><b>To</b> | <b>Mo/Yr</b> | <b>Explanation:</b> |
| <b>Mo/Yr</b><br><b>To</b> | <b>Mo/Yr</b> | <b>Explanation:</b> |

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**REFERENCES**

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Please provide 3 people not related to you who have known you for at least 1 year that can provide a *business/professional reference*.

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

Telephone: \_\_\_\_\_  
Business/Professional Relationship: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
Business/Professional Relationship: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
Business/Professional Relationship: \_\_\_\_\_

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| <p><b>CERTIFICATION OF APPLICANT</b><br/><b>(Read Carefully)</b></p> |
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I hereby certify that all statements made in 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 or dismissal from employment with Plumas Rural Services, Inc. I hereby authorize all employers and schools (unless otherwise noted) to release any and all information concerning me, including information of a confidential or privileged nature. I hereby release any and all employers from any liability or damage that may result from furnishing the information requested.

I understand that nothing contained in the application or conveyed to me during any interview that may be granted is intended to create an employment contract, implied or explicit, between Plumas Rural Services and me.

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_