

EMPLOYMENT HISTORY

List present or most recent position first. Include military service and volunteer work that pertains to this position. Account for periods of unemployment and include the last ten years of work and/or education history. All information must be accurate and complete. Your application will not be considered unless every question in this section is answered. Previous employers will be contacted.

Briefly describe your duties. May we contact your present employer? _____ yes _____ no

Employer: _____ Dates Employed _____ to _____

Address: _____
(Number & Street) (City) (State) (Zip Code)

Supervisor's Name & Title: _____ Telephone #: _____

Present/Final Position: _____ Time in Position: _____ Hours worked per week: _____

Reason for leaving: _____ Final Salary: _____

Duties: _____

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Employer: _____ Dates Employed _____ to _____

Address: _____
(Number & Street) (City) (State) (Zip Code)

Supervisor's Name & Title: _____ Telephone #: _____

Present/Final Position: _____ Time in Position: _____ Hours worked per week: _____

Reason for leaving: _____ Final Salary: _____

Duties: _____

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Employer: _____ Dates Employed _____ to _____

Address: _____
(Number & Street) (City) (State) (Zip Code)

Supervisor's Name & Title: _____ Telephone #: _____

Present/Final Position: _____ Time in Position: _____ Hours worked per week: _____

Reason for leaving: _____ Final Salary: _____

Duties: _____

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Address: _____
(Number & Street) (City) (State) (Zip Code)

Supervisor's Name & Title: _____ Telephone #: _____

Present/Final Position: _____ Time in Position: _____ Hours worked per week: _____

Reason for leaving: _____ Final Salary: _____

Duties: _____

JOB RELATED SKILLS

Please describe any training or special skills which you feel qualify you for this position: _____

DRIVERS LICENSE

Driver's License # & State of Issue: _____ Class/Type: _____

Expiration Date: _____ Endorsements: _____

For driving positions: If you have any "at fault" accidents, please attach insurance or police report.

VERIFICATION OF EMPLOYMENT ELIGIBILITY

As mandated by the Immigration Reform and Control Act of 1986, all candidates offered employment after November 6, 1986 must provide written proof that establishes identity and eligibility to work in the United States. This is accomplished by completing the Employment Verification Form (I-9) and producing acceptable documents upon employment with the District.

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition, disability or sexual orientation. Applicants with disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the employment application and in any job related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for persons with hearing disabilities is (415) 257-4554.

APPLICANT CERTIFICATION

Please read carefully before signing.

I hereby certify that the statements in this application are true and complete. I authorize the District to conduct investigation of all matters contained in this application. I understand and agree that all statements I have made in this application and in interviews are subject to verification by the District. I understand and agree that any omission or misstatement of material fact, whether intentional or unintentional, in this application or during the course of interviews, may forfeit my rights to any employment in the service of the Golden Gate Bridge, Highway and Transportation District.

I understand and agree that any job offer I receive may be contingent upon my successful completion of a post-offer, pre-employment medical examination. Furthermore, I understand and agree that any job offer is contingent upon my successful completion of a drug screen examination and that this examination is uniformly required of all applicants prior to employment with the District.

I understand and agree that if I am employed in a position not covered by a collective bargaining agreement, my employment can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the District. No representative of the District other than the General Manager has any authority to agree to the contrary. Further, the General Manager may not alter the at-will nature of the employment unless done so specifically in a written agreement signed by both of us.

I understand that all offers of employment are conditioned on my providing satisfactory proof of my identity and legal authority to work in the United States.

Signature

Date Signed

**APPLICANT EQUAL EMPLOYMENT
OPPORTUNITY SURVEY**

Federal and State agencies require that we collect the data requested below for statistical reporting purposes. Please complete this survey form and submit it with your application. Your completed survey form will be detached and kept separate from your application and confidential. This voluntary information provided will not be used in any way to make employment decisions.

A. Name: _____

(Please Print)

B. Position Applying For: _____

C. Date: _____

D. Gender: Male Female

E. Ethnic Category

(check only one):

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black
- Hispanic
- White
- Decline to state

F. How did you learn about this employment opportunity?

(Indicate the specific source):

- Newspaper/Magazine
- Agency _____
- Union _____
- District Employee _____
- 24-Hour Jobline
- In-House Posting
- Job Interest Form
- Job Fair
- Walk-in
- Internet/Web Site
- Other: _____

Thank you for considering employment with the **Golden Gate Bridge, Highway and Transportation District**. We appreciate the time and effort you have taken to submit an application.

- ♦ The recruitment process involves some or all of the following:
- ♦ Filing Period: Most open positions have a two week application filing period. Completed applications must be in the Human Resources Department by 4:30 PM on the closing date. Candidate status information will be mailed after the close of the filing period.
- ♦ Steps: The recruitment process may include skills testing (hands-on, pencil and paper or computerized testing), an oral panel interview and a departmental interview. Candidates who successfully pass all applicable steps in the recruitment process will be placed on an eligibility list for a minimum of six months. In general, candidates will be notified by mail about their scores or ranking on an eligibility list. This usually takes from 5 to 10 working days after the test or interview takes place. There are exceptions based upon business necessity and/or applicant resources. Consult the job description for the position or contact the Human Resources Department at **(415) 257- 4526** for specific information about the recruitment process for the position for which you are applying.
- ♦ All qualified candidates will receive consideration free of unlawful discrimination and all candidates will be required to undergo and pass drug screening prior to District employment. The District is proud to be a drug-free/equal opportunity employer.
- ♦ For more detailed information on the recruitment process and for information about current open positions, please call our **24-hour Jobline at (415) 257- 4545** or visit our web site at **www.goldengate.org**