Ceres Department of Public Safety

Art de Werk - Director

Administrative Sergeant Jose Berber
2727 Third Street, Ceres, CA 95307
Office: (209) 538-5719 Fax: 209 538-5707
jose.berber@ci.ceres.ca.us

Dear Volunteer Applicant,

Thank you for your interest in performing volunteer work for our community.

The Department of Public Safety Volunteer Program is a crime prevention effort designed to enhance the efficiency of the police department and improve the quality of life in Ceres. We are now affiliated with the national V.I.P.S. Program, "Volunteers in Police Service." While sustaining our primary function of patrol, the program has been expanded to better serve the department and the community.

The V.I.P. personnel complete a training program and commit to 16 hrs of service per month. The functions they perform for the community are many; including high visibility neighborhood patrols, conducting vacation house checks, providing traffic control at special events and other assigned responsibilities.

Simply stated, we are performing many services to free the police officers to perform their front-line duties. We are not deputized, do not carry weapons, nor do we make arrests. Our role is to be additional "eyes and ears" as well as "helping hands" for the officers and the community.

Enclosed is a VIPS Application. When it is completed, please return it to my attention at the Records Counter at the Ceres Police Department located at 2727 Third Street, Ceres, CA 95307.

You will have an opportunity for an interview with the Volunteer Staff members after your initial application has been reviewed. If you are selected as a candidate for the program, a more complete background questionnaire will be required.

Again, I would like to thank you for your interest and look forward to having you serve in our Volunteer Program.

Sincerely,

Jose Berber
Administrative Sergeant

Human Resources Department
2720 Second Street
Ceres, CA 95307-3292
(209) 538-5747
http://www.ci.ceres.ca.us/3041.html

CITY OF CERES
EMPLOYMENT APPLICATION

INSTRUCTIONS:

- Please PRINT in ink or type the requested information.
- LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED.
- Resumes may be added, but may not be substituted for completion of this application. Typing certificate must be attached, if required.
- Please complete the attached Personnel Data Sheet questionnaire, if applicable.
- Applications must be signed and dated.

Last Name	First Name	Middle Initial	Position Applied For:
Address	City & State		Zip Code
Home Phone	Message/ Contact		Email

What type of hours/shift will you accept?

☐ Full Time (40 hrs.) ☐ Day Shift ☐ Weekends
☐ Part Time (Less than 40 hrs.) ☐ Swing Shift ☐ Rotating Shift
☐ Temporary ☐ Graveyard Shift (May include weekends, holidays)

Instructions to applicant: Applicants are screened for position, qualifications and requirements. (Refer to job announcements). We therefore ask that you complete all questions fully and accurately.

EDUCATION

Circle Highest Grade Completed: Name & Location of High School
6 7 8 9 10 11 12

College/ University	City & State	From	To	Major & No. Of Units	Degree & Year

Vocational/Technical Institute

Please complete the following information if required for the position:

Do you speak, read or write any foreign languages(s)? ☐Yes ☐No
If yes, what language(s)? _____
Professional or Technical Licenses _____ Date Received _____
Certificates _____ Date Received _____
Valid California Driver's License ☐Yes ☐No Typing Speed _____

EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity is an important City policy. It means that applicants and employees are considered only on the basis of their qualifications and potential regardless of race, color, creed, disability, national origin, sex, age or political affiliation or belief. In recognition of this responsibility to guarantee equal employment opportunity, the City has a program of affirmative action which aims at: removing any artificial barriers to the employment of women, minority and disadvantaged persons; improving the ratio of women, minority and disadvantaged employees at all levels of employment so that it approximates corresponding percentages in the labor market; and instituting a continuing program of training and promotion for employees. The City's Affirmative Action Program is aimed at guaranteeing that all people will work under equal opportunity conditions. For more information, contact the City of Ceres Personnel Office.

CONDITIONS OF EMPLOYMENT

I understand and agree that:

1. Employment with the City of Ceres does not constitute a contractual relationship between the City and the employee
2. The terms and conditions of employment with the City may change from time to time.
3. The City reserves the right to reassign duties if necessary.

_____
Signature Date

EXPERIENCE: Please list all employment within the last ten years, beginning with your current or most recent employer. In addition, please indicate any experience that you feel is relevant to the position for which you are applying (e.g. volunteer experience, military experience, experience gained over ten years, etc.) Attach an additional sheet if extra space is needed.

From: _____ To: _____ Mo. Salary: _____ Hrs. Per Week: _____	Job Title: _____ Describe Your Duties: _____ Reason For Leaving: _____	Firm Name: _____ Address: _____ Phone No.: _____ Supervisor's Name: _____
From: _____ To: _____ Mo. Salary: _____ Hrs. Per Week: _____	Job Title: _____ Describe Your Duties: _____ Reason For Leaving: _____	Firm Name: _____ Address: _____ Phone No.: _____ Supervisor's Name: _____
From: _____ To: _____ Mo. Salary: _____ Hrs. Per Week: _____	Job Title: _____ Describe Your Duties: _____ Reason For Leaving: _____	Firm Name: _____ Address: _____ Phone No.: _____ Supervisor's Name: _____
From: _____ To: _____ Mo. Salary: _____ Hrs. Per Week: _____	Job Title: _____ Describe Your Duties: _____ Reason For Leaving: _____	Firm Name: _____ Address: _____ Phone No.: _____ Supervisor's Name: _____
From: _____ To: _____ Mo. Salary: _____ Hrs. Per Week: _____	Job Title: _____ Describe Your Duties: _____ Reason For Leaving: _____	Firm Name: _____ Address: _____ Phone No.: _____ Supervisor's Name: _____

May we contact your present employer? ☐Yes ☐No

I certify that all statements on this form are true and complete to the best of my knowledge and belief. I understand that any falsification of the information on this form may, if I am employed, be considered grounds for immediate dismissal.

_____
Signature of Applicant Date

PERSONNEL DATA SHEET

CITY OF CERES

Personnel Office

This section of the form remains in a separate section of the Personnel recruitment files. Information that is directly job related may be released to hiring departments in the City only after appointment is made.

Last Name	First Name	Middle Initial	Position Applied For

Address	City & State	Zip Code

Home Phone	Business/Contact Phone	Social Security Number	Other Names Used In Employment
( ) -	( ) -	- -	

Name of Person to Contact in an Emergency	Address	City & State	Zip Code

If you have need for special testing arrangements due to physical limitations, please indicate

Have you ever been convicted of an offense other than a minor traffic violation? Do not include convictions while a minor and/or convictions sealed by court order.

☐Yes ☐No

If so, please state the nature of convictions, dates, city, state and disposition. A conviction is not an automatic bar to employment. The nature, recency, and disposition will be considered only as it relates to the job for which you are applying.

_____

_____

_____

_____

_____

_____

If Applicable to the Position:

Driver's License No.	Class	Date Expires

If you are not an American Citizen, do you have the legal right to remain in the United States?

☐Yes ☐No

Alien Registration No. _____

I certify that all statements on this application are true and complete to the best of my knowledge. I understand that any false statement or omission is cause for disqualification or dismissal. I understand that reference checks may be made regarding my past employment and I authorize the City to make such inquiries. At the time of hire, City employees must meet the documentation requirements of the Immigration Reform Act of 1986.

_____ _____

Signature of Applicant Date

In order to comply with Federal regulations in the area of Equal Employment, employers must have data available on the applicant flow patterns (41 CFR-60-2.12). For this reason, we would appreciate your voluntary cooperation in providing the following information.

This information will be used for statistical purposes only.

- ☐ Male
- ☐ Female
- ☐ Disabled
- ☐ Between 40 and 64 Years of Age
- ☐ Black
- ☐ Spanish-Surnamed, Hispanic
- ☐ White, Caucasian
- ☐ Asian, Pacific Islander
- ☐ American Indian, Alaskan Native
- ☐ Other

So that we may improve our recruitment efforts, we ask you to check and fill in the appropriate data below.

How did you hear about this opening?

- ☐ Advertisement (Name of Publication): _____
- ☐ Bulletin Location Where Posted: _____
- ☐ City Job Line.
- ☐ Internet.
- ☐ City Employee.
- ☐ Other. _____

FOR PERSONNEL USE ONLY

	Test Scores	Date
Written	_____	_____
Performance	_____	_____
	_____	_____
Oral	_____	_____
Medical		_____
Date Eligible		_____

	Date	Initial
Accepted	_____	_____
Rejected	_____	_____
☐ Education	_____	_____
☐ Experience	_____	_____
☐ Other	_____	_____

_____