



ANNOUNCEMENT OF RECRUITMENT PLEASE POST

RESERVE POLICE OFFICER Level I

This is an excellent opportunity for the successful candidate to work in a small department and be involved in all phases of law enforcement work with an emphasis on Community Oriented Policing.

Under supervision to patrol an assigned area in vehicle or on foot; answers calls for the protection of life and property, and the enforcement of City, County, and State laws; conducts preliminary and follow-up investigations of disturbances; and performs other related law enforcement activities as required.

Position starts at \$12.00/hour, after successful completion of field training hourly rate is \$24.38/hour.

The Level I position requires certificate of completion from either Basic Academy or successful completion of Modules I, II & III. (The certificate of completion must be attached to application.) English/Spanish bilingual abilities are desirable.

Must possess an appropriate and valid California Driver's License issued by the Department of Motor Vehicles. Reserve Police Officers shall meet the same basic qualifications as regular Police officers employed by the Dinuba Police Department. Applicants shall be non-users of tobacco and shall be required to sign a statement affirming that, as a condition of continued employment, they shall refrain from using tobacco. Within one year of employment, employee must reside within a 40 mile radius of the City limits.

Applications will be reviewed; all candidates will be notified of their status. The examination process may consist of written examination, oral board interview, departmental interview, background investigation, post-offer medical examination, drug screening, physical capacity testing, psychological examination and any other testing that may be deemed necessary.

Apply: City of Dinuba, Human Resource Services, 405 E. El Monte Way, Dinuba, CA 93618; (559) 591-5900. A City of Dinuba application is required. **Open until filled.** www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.*

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color,
sex, sexual orientation, age, natural origin or disability.*

*The provisions of this announcement do not constitute an expressed or implied contract, and any provision
contained in this announcement may be modified or revoked without notice.*

**An Equal Opportunity/
Affirmative Action Employer**



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: _____

| | | | |
|-----------------------------|-----------------|------------|--------------------------------|
| NAME: | Last Name | First Name | Middle |
| ADDRESS: | Street/P.O. Box | City | State Zip Code |
| TELEPHONE: () | Home | () | Business () Cell |
| EMAIL ADDRESS: _____ | | | |

DRIVER'S LICENSE NUMBER: _____ **CLASS:** _____ **STATE:** _____ **EXPIRES:** _____
Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

I meet the minimum age requirements as stated on the job announcement for this position. Yes No

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? Yes No
 Name of last High School attended: _____

| College or University | Major | Units | Degree |
|-----------------------|-------|-------|--------|
| | | | |
| | | | |
| | | | |

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

ADDITIONAL INFORMATION

| | |
|--|--|
| Are you related to any City of Dinuba employee? If yes, state name and relationship. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you now or have you ever been employed by the City of Dinuba? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can you, after employment, submit verification of your right to work in the United States? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| List languages you speak fluently other than English: | |

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will not be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: ADDRESS: PHONE NO: POSITION TITLE: FROM (Mo/Yr.): TO (Mo/Yr.): HOURS WEEK: SUPERVISOR NAME AND TITLE: DESCRIPTION OF DUTIES: REASON FOR LEAVING:

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I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete o the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check ; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: Signature of applicant:

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.



EMPLOYMENT APPLICATION SUPPLEMENT

APPLICANT'S NAME: _____

DATE: _____

POSITION APPLYING FOR: _____

CONVICTIONS

Have you ever been convicted of a felony or misdemeanor?

(Please do not include minor traffic infractions or juvenile offenses. No applicant except for the position of Police Officer, need disclose any convictions for marijuana use within two (2) years from the date of such conviction per Labor Code 432.8) Yes No

If yes, please list each offense below. *(A conviction is not an automatic bar to employment)*

| Description of Charge | Date | City & State | Final Result of Charge |
|-----------------------|------|--------------|------------------------|
| | | | |
| | | | |

Name: _____

Position Applied For: _____

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

| | | | |
|---------------------------------------|--|---------------------------------------|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> City Employee | <input type="checkbox"/> Publication | <input type="checkbox"/> Job Announcement |
| <input type="checkbox"/> City Website | <input type="checkbox"/> City Email Notice | <input type="checkbox"/> Social Media | <input type="checkbox"/> Other _____ |

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA

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

GENDER DATA

| | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|