

Highlands Recreation District
1851 Lexington Ave.
San Mateo, CA 94402
(650) 341-4251
www.highlandsrec.com

Please Note:

- * Answer all questions accurately.
- * Print in ink or type.
- * Applications not completed fully, legibly accurately may be disqualified.

EMPLOYMENT APPLICATION

POSITION APPLIED FOR	PERMANENT	PART-TIME
NAME	PRESENT ADDRESS (Street, City, State, Zip)	
HOME PHONE NUMBER	WORK PHONE NUMBER	SOCIAL SECURITY #

Are you 18 yrs. of age or older? YES NO

Have you ever worked for the Highlands Recreation District?
 If Yes, When: _____ Position: _____ YES NO

Are you physically able to perform the essential functions of the position you are applying for? (see Job Descriptions) YES NO

Have you served in the U.S. Military Service? _____ YES NO
 Dates of Service: _____

Are you actively connected with a military reserve unit? YES NO
 Unit: _____ Location: _____

Do you have the legal right to work in the United States, that is, are you a United States citizen, lawful permanent resident or do you have the written permission from the U.S. Immigration and Naturalization Service? YES NO

(Note: You will be required to submit proof prior to appointment. If you are uncertain of your status, please contact the U.S. Immigration and Naturalization Service.)

Do you possess a valid California Driver License? YES NO
 If yes, License # _____ Expiration Date: _____

EDUCATION: (Check last year completed)					G.E.D.						
8	9	10	11	12	13	14	15	16	17	YES	NO
NAME & LOCATION OF COLLEGE, UNIVERSITY, TRADE SCHOOL					COURSE OF STUDY		COMPLETED UNITS Semester Quarter		DEGREE OBTAINED		COMPLETED

PROFESSIONAL LICENSES, CERTIFICATES OR OTHER CREDENTIALS:

EMPLOYMENT HISTORY

Note: Begin with your most recent job. List each job separately. Do not indicate "See Resume". Be specific in describing all jobs and volunteer work in the last 10 years that you feel are related to the job you seek. Please use additional sheets if necessary. Resume may be attached, but will not substitute for the completion of this application.

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/EMPLOYER	SALARY EARNED \$ PER
			EMPLOYER'S ADDRESS/PHONE #
			REASON FOR LEAVING
FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/EMPLOYER	SALARY EARNED \$ PER
			EMPLOYER'S ADDRESS/PHONE #
			REASON FOR LEAVING
FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/EMPLOYER	SALARY EARNED \$ PER
			EMPLOYER'S ADDRESS/PHONE #
			REASON FOR LEAVING
FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/EMPLOYER	SALARY EARNED \$ PER
			EMPLOYER'S ADDRESS/PHONE #
			REASON FOR LEAVING
FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/EMPLOYER	SALARY EARNED \$ PER
			EMPLOYER'S ADDRESS/PHONE #
			REASON FOR LEAVING

REFERENCES: List three people who have knowledge of your technical competence, in the field for which you are applying, and whom we may contact for checking references.

NAME	JOB TITLE	ADDRESS	PHONE #

CERTIFICATION- IMPORTANT - PLEASE READ BEFORE SIGNING

I hereby certify that all statements made on or in connection with this application are true and I understand and agree that any misstatements or omissions of material facts may cause forfeiture of my eligibility for employment by the Highlands Recreation District. I authorize investigations of all matters contained in this application. I further agree to be fingerprinted, to submit to a complete medical examination by a physician and to furnish such proof of age, education, and citizenship as may be directed as conditions of employment.

APPLICANTS SIGNATURE	DATE SIGNED

QUESTIONNAIRE
EMPLOYEE OR VOLUNTEER BEING CONSIDERED FOR A POSITION HAVING SUPERVISORY
AUTHORITY OVER MINORS

Section 5164 of the Public Resources Code of the State of California prohibits Highlands Recreation District from hiring a person for employment at, or hiring a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Section 5164 also authorizes Highlands Recreation District to screen any such perspective employee or volunteer for his or her criminal background. In light of your interest in being hired by the Highlands Recreation District for employment at, or being hired as a volunteer to perform services at, any of its parks, playgrounds, or recreational centers used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, and in order to give effect to Section 5164 of the Public Resources Code of the State of California; please answer the following supplemental questions:

1. Have you ever been convicted of violation or attempted violation of any of the statutes specified in Section Public Resources Code Section 5164 (copy attached), including conviction for violation or attempted violation of an offense committed outside the State of California? This question does not refer to a misdemeanor conviction as defined in Part B of Attachment A (copy attached), unless you have three or more misdemeanors convictions, a felony conviction, or were incarcerated for any of those crimes listed within the preceding ten (10) year period.

Yes___ No___

A. If your answer is yes, please describe the crime(s) for which you were charged, the date upon which you were charged and the jurisdiction in which you were charged:_____

2. Without in any way limiting the foregoing, have you ever been convicted of any crime(s) involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery or carjacking?

Yes___ No___

A. If your answer is yes, please describe the crime(s) for which you were charged, the date upon which your where charged and the jurisdiction in which you were charged:_____

3. Are you currently released on bail or on your own recognizance for any crime(s)?

Yes___ No___

A. If your answer is yes, please describe the crime(s) for which you have been charged, the date upon which you were charged and the jurisdiction in which you were charged:_____

4. Are you willing to be fingerprinted in order that the Highlands Recreation District may screen you for your criminal background? Yes___ No___

DECLARATION

I, _____, in seeking to be hired by Highlands Recreation District for employment at, or hired by Highlands Recreation District as a volunteer to perform services at, any park, playground, or recreational center used by Highlands Recreation District for recreational purposes, in a position having supervisory or disciplinary authority over any minor, hereby declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at San Mateo, California on _____, 20__.

I acknowledge and agree that should any of my answers to the foregoing questions be subsequently determined to be false and not true, Highlands Recreation District can immediately terminate my employment by it or cease allowing me to perform voluntary services without notice.

I hereby agree to indemnify and hold harmless Highlands Recreation District from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of termination of my employment and or termination of my volunteer services rendered to Highlands Recreation District which may occur should any of my answers to the foregoing questions be subsequently determined to be false and or untrue.

Employee/Volunteer Signature

Date

Supervisor Signature

Date

PROHIBITED OFFENSES UNDER CALIFORNIA PENAL CODE

Part A-1

A recreation and park district shall not hire anyone for employment in a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted of any violation or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code. The offenses outlined in this subsection are:

- 220** Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object (except assault to commit mayhem).
- 261** Rape
- 261.5** Unlawful sexual intercourse with a female under age 18
- 262** Rape of spouse
- 264.1** Rape or penetration of genital or anal openings by foreign object, etc.; acting in concert by force or use of force
- 266** Inveiglement or enticement of unmarried female under 18 for purposes of prostitution; aiding and abetting; procuring a female for illegal intercourse by false pretenses
- 266c** Unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy; consent procured by false or fraudulent representations with intent to create fear
- 266h(b)** Pimping a minor
- 266i** Pandering a minor
- 266j** Procurement of child under age 16 for lewd or lascivious acts
- 267** Abduction of person under 18 for purposes of prostitution
- 269** Aggravated sexual assault of a child
- 272** Causing, encouraging or contributing to the delinquency of persons under 18 years
- 273a** Willful cruelty or unjustifiable punishment of child; endangering life or health
- 273d** Corporal punishment or injury of a child
- 273.5** Corporal injury of spouse or cohabitant of opposite sex
- 285** Incest
- 286** Sodomy
- 286.5** Sexually assaulting an animal
- 287** Sodomy
- 288.5** Continuous sexual abuse of a child
- 288** Lewd or lascivious acts with child under 14
- 288a** Unlawful oral copulation
- 288.2** Harmful matter sent with intent of seduction of minor (FELONY ONLY)
- 289** Genital or anal penetration with a foreign object
- 311.1** Sent or brought into state for sale or distribution; possessing, preparing, publishing, producing, developing, duplicating, or printing within state; matter depicting sexual conduct by minor
- 311.2** Sending, receiving, printing, exhibiting, distributing materials depicting sexual conduct by a minor
- 311.3** Depicting by film, photograph, videotape, etc., sexual conduct by a person under 14
- 311.4** Employment of a minor to perform prohibited acts
- 311.10** Advertising for sale or distribution materials depicting a person under age 18 engaging in or simulating sexual conduct
- 311.11** Possession or control of material depicting a person under 14 engaging in or simulating sexual conduct
- 314** Lewd or obscene conduct, indecent exposure, obscene exhibition
- 647a** Engaging in or lewd or dissolute conduct in a public place or in any place open to the public
- 647d** Loitering in or about a public toilet for the purpose of engaging in or soliciting a lewd or lascivious or unlawful act
- 647.6** Annoying or molesting a child under 18

This section also includes anyone committed as a mental disordered sex offender under the Welfare and Institutions Code.

Part A-2

A recreation and park district shall not hire anyone for employment in a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted within the previous ten years of a felony or three total misdemeanors of any offense contained in Penal Code Section 11105.3 (g) (iii).

207-210 (12022) Kidnapping

211 (+12022) Robbery

215 (+12022) Car Jacking

Section 207-210 and 215 apply only if accompanied by a concurrent finding under Section 12022 that a deadly or dangerous weapon was used in the commission of the crime.

217.1 Assault on public official

236 False imprisonment

237 False imprisonment

240 Assault

241.1 Assault upon custodial officer

241.2 Assault on school property

241.3 Assault against transportation personnel or passenger

241.4 Assault on peace officer of school district

241.7 Assault against jurors

242 Battery

243.1 Battery against custodial officer in performance of duties

243.2 Battery on school property

243.3 Battery against transportation personnel or passenger

243.4 Sexual battery

243.5 Assault or battery on school property

243.6 Assault or battery on process server

243.7 Battery against jurors

244 Assault with caustic chemicals

244.5 Assault with stun gun or taser

245 Assault with deadly weapon or force likely to produce great bodily injury

244.2 Assault with deadly weapon or force likely to produce great bodily injury on transportation personnel or passenger

245.3 Assault with deadly weapon or force likely to produce great bodily injury on custodial officer

246 Shooting at inhabited dwelling house, occupied building or vehicle, or inhabited house, car or camper

247 Shooting at unoccupied aircraft or motor vehicle

247.7 Discharge of laser at aircraft

667.5 Sentencing enhancements for various crimes of violence

CALIFORNIA PENAL CODE 11105.3

11105.3

(a) Notwithstanding any other law, a human resource agency or an employer may request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in subdivision (h) of a person who applies for a license, employment, or volunteer position, in which he or she would have supervisory or disciplinary power over a minor or any person under his or her care. The department shall furnish the information to the requesting employer and shall also send a copy of the information the applicant.

(b) Any request for records under subdivision (a) shall include the applicant's fingerprints, which may be taken by the requester, and any other data specified by the department. The request shall be on a form approved by the department, and the department may charge a fee to be paid by the request. However, no fee

shall be charged a nonprofit organization. The department shall destroy an application within six months after the requested information is sent to the employer and applicant.

© (1) Where a request pursuant to this section reveals that a prospective employee or volunteer has been convicted of an offense specified in paragraph (1) of subdivision (h), and where the agency or employer hires the prospective employee or volunteer, the agency or employer shall notify the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer. The notice shall be given to the parents or guardians with whom the child resides, and shall be given at least 10 days prior to the day that the employee or volunteer begins his or her duties or tasks. Notwithstanding any other provision of law, any person who conveys or receives information in good faith conformity with this section is exempt from prosecution under Section 11142 or 11143 for that conveying or receiving of information. Notwithstanding subdivision (d), the notification requirement of the subdivision shall apply as an additional requirement of any other provision of law requiring criminal record access or dissemination of criminal history information. (2)

The notification requirement pursuant to paragraph (1) shall not apply to a misdemeanor conviction for violating Section 261.5 or to a conviction for violating Section 262 or 273.5. Nothing in the paragraph shall preclude an employer from requesting records of convictions for violating Section 261.5, 262, or 273.5 from the Department of Justice pursuant to this section.

(d) Nothing in the section supersedes any law requiring criminal record access or dissemination of criminal history information. In any conflict with another statute, dissemination of criminal history information shall be pursuant to the mandatory statute. This subdivision applies to, but is not limited to, requirements pursuant to Article I (commencing with Section 1500) of Chapter 3 of, and Chapter 3.2 (commencing with Section 1569) and chapter 3.4 (commencing with Section 1569.70) of Division 2 of, and Section 1522 of, the Health and Safety Code, and Sections 8712, 8811 and 8908 of the Family Code.

(e) The department may adopt regulations to implement the provisions of this section as necessary.

(f) As used in the section, "employer" means any nonprofit corporation or other organization specified by the Attorney General which employs or uses the services of volunteers in positions in which the volunteer or employee has supervisory or disciplinary power over a child or children.

(g) As used in this section, "human resource agency" means a public or private entity, excluding any agency responsible for licensing of facilities pursuant to the California Community Care Facilities Act (Chapter 3 [commencing with Section 1500]), the California Residential Care Facilities for the Elderly Act (Chapter 3.2 [commencing with Section 1569]), Chapter 3.01 (commencing with Section 1568.01), and the California Child Day Care Facilities Act (Chapter 3.4 [commencing with Section 1596.70]) of Division 2 of the Health and Safety Code, responsible for determining the character and fitness of a person who is (1) applying for a license, employment, or as a volunteer within the human services field that involves the care and security of children, the elderly, the handicapped or the mentally impaired, or (2) applying to adopt a child or to be a foster parent.

(h) Records of the following offenses shall be furnished as provided in subdivision (a): (1) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5, or any sex offense listed in Section 290, except for the offense specified in subdivision (d) of Section 243.4.

(2) Any crime described in the California Uniform Controlled Substances Act (Division 10 [commencing with Section 11000] of the Health and Safety Code.), provided that, except as otherwise provided in subdivision ©, no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in the section within the immediately preceding 10-year period or has been incarcerated as a result of any of those convictions with the preceding 10 years.

(3) Any felony or misdemeanor conviction with 10 years of the date of employer's request under subdivision (a) or any felony conviction that is over 10 years old if the subject of the request was incarcerated with 10 years of the employer's request, for a violation or attempted violation of Chapter 3 (commencing with Section 207), Section 211 or 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of that offense. Section 217.1, Chapter 8 (commencing with Section 236), Chapter 9 (commencing with Section 240), and for a violation of any of the offenses specified in subdivision (c) of Section 667.5, provided that no record of

misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the preceding 10 years.

(4) A conviction for a violation or attempted violation of an offense committed outside the State California shall be furnished if the offense would have been a crime as defined in this section if committed in California.

(i) Except as provided in subdivision ©, any criminal history information obtained pursuant to this section is confidential and no recipient shall disclose its contents other than for the purpose for which it was acquired.

PUBLIC RESOURCE CODE 5164

5164. (a) A county or city or city and county or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (1) of subdivision (h) of Section 11105.3 of the Penal Code, or any offense specified in paragraph (3) of subdivision (h) of Section 11105.3 of the Penal Code. However, this section shall not apply to a misdemeanor conviction under paragraph (3) of subdivision (h) of Section 11105.3 of the Penal Code unless that person has a total of three or more misdemeanor or felony convictions specified in section 11105.3 of the Penal Code within the immediately preceding 10-year period.

(b) (1) To give effect to this section, a county or city or city and county or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special district shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.

(2) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.