



EMPLOYMENT AND VOLUNTEER OPPORTUNITY

HOME MEAL DELIVERY DRIVER

To establish a pool of available employees and volunteers, applications are currently being accepted for Home Meal Delivery Drivers to work in the District's Senior Services Department.

WHAT IS THE HOME MEAL DELIVERY DRIVER

Delivers meals to seniors and disabled individuals who are homebound and cannot come to the lunch program at the Rasmussen Senior Center.

TASKS PERFORMED BY THE HOME MEAL DELIVERY DRIVER

Assists with packing of home delivery meals, checks the temperature of foods while on delivery route, delivers meals to participants as assigned. Volunteers using a personal vehicle (mileage reimbursed at the current IRS rate) or paid drivers at \$16.50 per hour, can drive a District vehicle. Also, assists with home delivery paperwork, attends staff meetings and other training as recommended by supervisor, and may assist with program related activities when needed.

LOCATION, HOURS

Weekdays, between 10:00am to 2:00pm, depending on the number of routes assigned, year-round. Delivers meals to participants of the program in the Oildale, Rosedale, and Central areas of Bakersfield.

HOW TO APPLY

To apply for a paid position online: <https://www.governmentjobs.com/careers/norfun/> or submit to the Personnel Office located at the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca., 93312, a **District Employment Application** (resume's will be accepted only with a completed Application) and current **DMV print out**.

To inquire about volunteering, contact the Senior Services Office, located at the Rasmussen Senior Adult Center, 115 East Roberts Lane, Bakersfield. Call 392-2030 for more information.

CONDITIONS OF EMPLOYMENT AND VOLUNTEER SERVICE

- Fingerprint clearance
- Unexpired California Drivers License throughout service
- Unexpired Auto Insurance throughout service
- Required safety training: Anti-Harassment Prevention and any other training required by the program supervisor.

EQUAL OPPORTUNITY EMPLOYER

SUPPLEMENTAL QUESTIONNAIRE

Home Delivery Driver

APPLICANT: _____ DATE: _____

GENERAL INFORMATION

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

- Yes, I understand and agree
- No, I do not agree

1. Describe your experience working in food or food delivery service.

2. Describe your experience with senior adults.

3. Describe your experience working with the public.



PERSONNEL OFFICE
3825 Riverlakes Drive, Bakersfield, California 93312
Office (661) 392-2000 www.norfun.org

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin, color, religion, mental or physical disability, veteran status, medical condition, sexual orientation or any other legally protected status.

POSITION APPLYING FOR:	TODAY'S DATE:
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HOW DID YOU HEAR ABOUT THIS JOB OPENING? Friend/Relative: _____ Walk-in Newspaper
 District Website Other internet site (please specify): _____ Other (please specify): _____

APPLICATION INSTRUCTIONS

- This application must be filled out completely.** Incomplete or illegible applications will be rejected. Applications must be received in the Personnel Office no later than the date and time noted in the job announcement.
- Notify the Personnel Office immediately if you have a change of address, phone, or employer.
- Resumes may be attached to application but are not to be substituted for completing any section of this application including writing "See Resume."**
- You must submit any material that is required with your application. Any material submitted during the application process becomes the property of the District unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
- Please complete the attached Applicant Data Record. Avoid any other reference to religion, politics, race or nationality.
- A separate application is required for each position.
- Applicants meeting the minimum qualifications for the position will receive a supplemental questionnaire and/or will be contacted to proceed with the recruitment.

APPLICANT INFORMATION

PRINT NAME: _____ **HOME PHONE:** _____ **CELL PHONE:** _____
HOME ADDRESS: _____
Number Street City State Zip Code
E-MAIL: _____ **What's the best phone number to reach you at?**

The best number to reach you would be (check any that apply): Home ___ Cell ___ Business ___ E-mail ___

Availability for Employment: List the days and hours you are available to work.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are there any times that you are not available to work? Be sure to consider family vacations, summer school, etc.

Have you ever worked for North of the River Recreation & Park District? Y N | Have you ever applied for NOR? Y N
 If yes to either of the above, list date(s): _____ What Position(s)? _____
 List any different name(s) used: _____

Do you have any friends or relatives working for NOR? N Y Name(s) and relationship: _____

Are you over 18 years of age? Y N If under 18, can you, after an offer of employment, submit a work permit? Y N

Have you ever been convicted of any offense other than a minor traffic violation? Y N
 If yes, briefly describe below, or on a separate piece of paper or complete the district's Conviction Review form and attach to this application.
(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATION AND TRAINING

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Graduated: Yes No Passed GED Test: Yes No
 Name / location of High School (City and State): _____

Colleges, Universities, Business or Trade Schools *List all applicable to this position.*

Name of School	Course Of Study	Years Completed	Degree Or Diploma

List additional training, skills, and extracurricular activities related to this position.

Certificates, Memberships, or Professional Licenses related to position (per CA H&S Code 124235, Youth Sports Positions must complete Concussion Training and provide documentation prior to start date):

EMPLOYMENT HISTORY (A RESUME WILL NOT BE A SUBSTITUTE FOR THIS SECTION)

Start with present or last job. **EXPLAIN ANY GAPS BETWEEN EMPLOYMENT.** Include military service assignments, volunteer activities, student period, or other special experience. Exclude organizations which indicate race, color, religion, sex, national origin or disability, or any other legally protected status. A resume may be attached, but will not be a substitute for the information required in this section.

How many years of experience do you have in relation to this position? PAID: # ____years OR UNPAID: # ____years

Employer	City, State, Phone #	Work Performed	Dates Employed	Reason for Leaving

If you have NO previous employment, please provide two adult references. (do not use family members for references)

Reference Name	Phone #	How do you know him or her?	For how long?
1.			
2.			

APPLICANT'S STATEMENT

Please read carefully

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

I understand that a job offer would be contingent upon the following: I must submit proof of U.S. citizenship or legal right to remain and work in the United States and a criminal records check will be required through fingerprinting. I may be required to pass a physical examination and / or alcohol and drug screen.

I further understand, that I am required to abide by all rules and regulations of the District throughout my employment.

SIGNATURE OF APPLICANT: _____ DATE: _____

PERSONNEL USE ONLY:



APPLICANT DATA RECORD

To further its commitment to Equal Employment Opportunity, the District requests that applicants voluntarily provide the following information. This data will be kept in a confidential file separate from the Application for Employment solely for research purposes only to help us comply with government record keeping, reporting and other legal requirements. All information will be used in accordance with the state and federal regulations. Your cooperation in providing this information is essential to the success of the research and evaluation program.

Please print or type.

DATE: _____ POSITION APPLIED FOR: _____

AGE: _____ SEX: Male Female

RECRUITMENT RESEARCH: We would appreciate information on how you heard about this job opportunity in order to help us determine what the most effective recruitment source is. Please check one or more.

<input type="checkbox"/> Walk-In	<input type="checkbox"/> District Website: www.norfun.org
<input type="checkbox"/> Newspaper (please specify):	<input type="checkbox"/> Other Internet Site (please specify):
<input type="checkbox"/> District Employee - name:	<input type="checkbox"/> Job Fair/Recruiter – (please specify event):
<input type="checkbox"/> Friend or Relative - name:	<input type="checkbox"/> Employment Agency (please specify):
<input type="checkbox"/> School (please specify):	<input type="checkbox"/> Other (please specify):

EDUCATION: (Please check the highest level achieved)

- Not a High School Graduate
- High School Diploma/GED

- Some College: How many years: _____
- Bachelor's Degree: Major: _____

ETHNIC ORIGIN: (Please check one)

- White / Caucasian
- Black / African/American
- Hispanic
- Filipino

- American Indian / Alaskan Native
- Asian / Pacific Islander
- Other: _____