



# RIVERVIEW CEMETERY DISTRICT

4700 Hovley Road ~ P.O. Box 597 Brawley, CA 92227

Phone: (760) 344-4921 ~ Fax: (760) 344-7965

office@rvcdistrict.com

[www.riverviewcemeterydistrict.com](http://www.riverviewcemeterydistrict.com)

## Employment Application

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An Equal Opportunity Employer

### Please Print

\_\_\_\_\_  
Date                      Last Name                      First Name                      Middle

Present Address

\_\_\_\_\_  
No. & Street                      City                      State                      Zip Code

Permanent Address (if different from present address)

\_\_\_\_\_  
No. & Street                      City                      State                      Zip Code

\_\_\_\_\_  
Business Phone                      Home Phone

### Employment Desired

Position applying for: \_\_\_\_\_

### Personal Information

How did you hear about our company and this job opening? \_\_\_\_\_

Have you ever applied to or worked for \_\_\_\_\_ before?  Yes  No

If yes, when? \_\_\_\_\_

Why are you applying for work at \_\_\_\_\_ ?

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## Employment Application

If hired, would you have a reliable means of transportation to and from work? .....  Yes  No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) .....  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? .....  Yes  No

If no, describe the functions that cannot be performed.

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(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

### Education, Training, and Experience

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
<b>High School</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____	Zip Code _____	
<b>College/ University</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____	Zip Code _____	

# Employment Application

## Education, Training, and Experience - continued

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
<b>Vocational/ Business</b>	Name _____ Address _____ City _____ State _____ Zip Code _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

<b>Health Care Training</b>	Name _____ Address _____ City _____ State _____ Zip Code _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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## Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Name of Employer _____	Phone Number _____
Type of Business _____	Your Supervisor's Name _____
Address & Street _____	City _____ State _____ Zip Code _____

Dates of Employment: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Current Employer? .....  Yes  No

Your Position and Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference? .....  Yes  No

# Employment Application

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\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Your Supervisor's Name

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Dates of Employment:

\_\_\_\_\_  
From

\_\_\_\_\_  
To

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

May we contact this employer for a reference? .....  Yes  No

Note: Attach additional page(s) if necessary.

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## References

List below three persons not related to you who have knowledge of your work performance within the last three years.

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
No. of Years Acquainted

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
No. of Years Acquainted

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
No. of Years Acquainted

# Employment Application

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**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_  
Initials

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, the undersigned applicant, 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.

\_\_\_\_\_  
Initials

I hereby authorize \_\_\_\_\_ to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Initials

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 Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

\_\_\_\_\_  
Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

**The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature



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## Job Classification Description

### **TEMPORARY GROUNDSKEEPER**

#### **JOB SUMMARY:**

Under general supervision, the temporary groundskeeper performs a variety of routine to skilled tasks in the maintenance care, landscaping, and edging using a variety of tools and equipment under the direction of the Lead Groundskeeper.

You need to be at least 18 years old at the time of hire with 2 years of experience in landscaping, preferred. Available to work Monday thru Friday between 5:30am to 2:00pm. Be able to operate a variety of equipment and tools as well as lift 20-30 pounds. This is an outdoor position with minimal supervision and be able to understand and follow verbal directions.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Cleans and maintains landscaped areas; picks up litter, garbage, and debris.
- Follow all safety guidelines for the operation of equipment and tools.
- Edges, mows, seeds, and waters lawns throughout cemetery grounds.
- Maintains and performs work around grave markers, monuments, head stones and trees.
- Provides assistance to service attendants, mortuary directors, and families as needed.
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience**

High School Diploma or G.E.D. preferred; AND two (2) years of experience in grounds maintenance and operations, preferably in a cemetery; or an equivalent combination of training and experience.

##### **Licenses, Certifications, and Equipment**

A State of California driver's license.

##### **Physical Requirements and Work Environment**

Employees regularly work in outside weather conditions and/or near moving mechanical parts. Employees are frequently exposed to wet or humid conditions. Employees are occasionally exposed to outdoors, heat, noise, vibration, and confining workspace. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.


**EEO Statement:**

- Riverview Cemetery District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.
- This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisor Name: Diane Derma

- Supervisor Signature: 
- Date: \_\_\_\_\_

I understand the requirements, essential functions, and duties of this position.

- Employee Signature: \_\_\_\_\_
- Date: \_\_\_\_\_