



STATE OF ARIZONA
ARIZONA GAME AND FISH DEPARTMENT

APPLICATION INSTRUCTIONS

- IT IS IMPORTANT THAT YOU READ ALL INSTRUCTIONS CAREFULLY AND FILL OUT THIS APPLICATION NEATLY AND ACCURATELY.
- TYPE OR PRINT. USE BLACK INK.
- USE A CHECK (✓) OR (X) TO SHOW YOUR ANSWERS.
- APPLY ONLY FOR JOBS FOR WHICH YOU MEET THE ANNOUNCED QUALIFICATIONS AND REQUIREMENTS, IF APPLICABLE.
- ONLY ONE APPLICATION IS NEEDED PER PERSON, NOT PER POSITION.
- IF TRANSCRIPTS OR SUPPLEMENTS ARE REQUIRED PLEASE ATTACH THEM TO YOUR APPLICATION.
- RESUMES WILL BE ACCEPTED ONLY AS A SUPPLEMENT TO THE APPLICATION AND MUST BE ACCOMPANIED BY THE COMPLETED APPLICATION.
- **INCOMPLETE APPLICATIONS WILL RESULT IN DISQUALIFICATION FROM CONSIDERATION.**
- BE SURE TO SIGN YOUR APPLICATION ON PAGE 1.

NOTE:

*The Arizona Game and Fish Employment Hotline Number is (602) 789-3900.
To apply, please send a Game and Fish Department application to the Human Resources Office,
Arizona Game and Fish Department, 2221 W. Greenway Road, Phoenix, AZ 85023.
The application must be completed and signed in order to be considered.
It will remain on file for six months from date of receipt.*



EMPLOYMENT APPLICATION

ARIZONA GAME AND FISH DEPARTMENT

2221 West Greenway Road, Phoenix, AZ 85023

AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

SECTION A POSITION FOR WHICH YOU ARE APPLYING

1. POSITION TITLE _____
2. ANNOUNCEMENT NUMBER _____
(If applicable)

SECTION B APPLICANT INFORMATION

5. Name _____
LAST FIRST MIDDLE INITIAL
6. Address & Apt/Space No. _____
City _____ St _____ Zip Code _____
7. Phone (area code) _____ - _____ - _____ Work Phone (area code) _____ - _____ - _____
- 8A. No Yes Have you been known to schools/employers/references by another name? Name(s) _____
- 8B. If you have any relatives at AGFD list their names in the space provided.

- 8C. Have you ever worked for AGFD before in any capacity? List dates and position(s) below.

9. Do you fluently speak
 Spanish
 Native Arizona Indian language (specify which language) _____
10. No Yes Are you presently an Arizona state service employee with permanent status?
Name of Agency _____
- 11A. No Yes Have you worked for any other state agency? Be sure this information is provided on the application with reason for leaving.
- 11B. For former (within two years) Arizona state service employees only. Are you applying for: (check appropriate box)
 Reinstatement Reemployment
Name of former agency _____
12. If lifting is required on the job, indicate the amount of weight you are willing and able to lift.
 Up to 25 LBS 25 to 50 LBS More than 50 LBS
- 13A. If applicable to the job can you
 No Yes Type at least 40 WPM net.
- 13B. List the computer software in which you are proficient in using:

- 14A. No Yes Do you possess a valid Arizona Driver's License?
- 14B. No Yes Do you possess a Commercial Driver's License?

SECTION C Availability (check as many boxes as apply)

15. Indicate the types of appointments you will accept.
 Permanent
 Temporary (6 months max)
 Seasonal (Intermittent)
 Limited (6 to 36 months)
 Clerical Pool (12 months max)
16. What shifts are you willing and able to work?
 Day Shift
 Evening Shift
 Night Shift
 Rotating Shift
 Variable Shift
17. Will you accept:
 Full Time
 Part Time
18. Will you accept a job that requires you to work weekends or holidays?
 No Yes
19. If considerable out of town travel is required, would you be willing and able to travel?
 No Yes
20. Indicate those counties and parts of counties for which you wish to be considered and in which you are willing to work.
 All Locations Phoenix Headquarters Flagstaff Regional Office Flagstaff Region
 Kingman Regional Office Kingman Region Mesa Regional Office Mesa Region
 Pinetop Regional Office Pinetop Region Tucson Regional Office Tucson Region
 Yuma Regional Office Yuma Region Any Hatchery Canyon Creek Hatchery
 Page Springs Hatchery Silver Creek Hatchery Tonto Creek Hatchery Any Remote Duty Station
21. No Yes Are you now or have you ever been a certified peace officer?

SECTION D Statement of Certification—Applicant Signature

24. By signing this application, I certify under penalty of law that the information provided anywhere in this application is true, correct and complete to the best of my knowledge and belief. I also acknowledge that should an investigation at any time disclose any misrepresentation or falsification, my application may be rejected, my name may be removed from further consideration and I may be disqualified as a candidate or terminated from employment. I also authorize the AGFD Human Resources Office and/or hiring authority to make all necessary and appropriate investigations allowable by law to verify the information provided.

Signature _____ Date _____

SECTION E Comments & Additional Job Related Information

26. No Yes Have you ever been convicted of a felony? Of a misdemeanor involving moral turpitude? If "Yes" explain below the nature of the offense, date and location. Convictions are evaluated in relation to the position applied for.

27. No Yes Are you a US citizen? 28. No Yes If "No" to item 27, are you eligible to be employed under a visa or entry permit?
 29. Use the space below to list professional society memberships, job related licenses, registrations, certificates, with their numbers, and expiration dates, provide additional comments or information that would be of assistance in considering you for this position:

SECTION F Education & Training (list most recent first) (Transcript required when position requires a degree)

COLLEGE-UNIVERSITIES TRADE OR BUSINESS SCHOOLS	CITY/STATE (LIST CAMPUS ATTENDED)	DATES ATTENDED MO./YR. TO MO./YR.	DEGREE/DIPLOMA AND DATE RECEIVED	SEM. HRS. EARNED	QTR. HRS. EARNED	MAJOR AREA OF STUDY
A						
B						
C						
D						

SECTION G Work History (list most recent first)

Include paid or verifiable non-paid experience including military service. If you have had more than one position with the same employer, please list each position separately. It will help us process your application more quickly through our background verification check if you provide complete and accurate addresses of former employers. Omissions in this area or any area of the employment application will disqualify you from consideration. Please complete all information requested. EXCEPTION: You may submit a resume to expand upon Description of Duties only; all other information required below:

FROM (MO./YR.)	TO	JOB TITLE	STARTING SALARY	PER	FINAL SALARY	PER
TYPE OF BUSINESS		HRS./WK.				
		EMPLOYER'S NAME				
NO. OF EMPLOYEES SUPERVISED DIRECTLY	INDIRECTLY	COMPLETE ADDRESS				
SUPERVISOR'S NAME	PHONE NO.					
SUPERVISOR'S TITLE		REASON FOR LEAVING				

DESCRIPTION OF DUTIES:
1

30. No Yes If presently employed, may we contact your employer?

FROM (MO./YR.)	TO	JOB TITLE	STARTING SALARY	PER	FINAL SALARY	PER
TYPE OF BUSINESS		HRS./WK.				
		EMPLOYER'S NAME				
NO. OF EMPLOYEES SUPERVISED DIRECTLY	INDIRECTLY	COMPLETE ADDRESS				
SUPERVISOR'S NAME	PHONE NO.					
SUPERVISOR'S TITLE		REASON FOR LEAVING				

DESCRIPTION OF DUTIES:
2

SECTION H Skills Inventory

Arizona Game & Fish Department Application Supplement/Skills Inventory

5. Name LAST _____ FIRST _____ MIDDLE INITIAL _____

If you have skill/experience in any of these areas, check the appropriate box. **NOTE: ALL SKILLS MUST BE REFLECTED IN THE WORK HISTORY OF YOUR APPLICATION OR RESUME.**

SPECIES OF WILDLIFE

- | | | |
|--|--|---|
| <input type="checkbox"/> Songbirds (sight/sound) | <input type="checkbox"/> Elk | <input type="checkbox"/> Trout |
| <input type="checkbox"/> Willow flycatcher | <input type="checkbox"/> Mule deer | <input type="checkbox"/> Catfish |
| <input type="checkbox"/> Hawk | <input type="checkbox"/> White-tail deer | <input type="checkbox"/> Bass |
| <input type="checkbox"/> Falcon | <input type="checkbox"/> Javelina | <input type="checkbox"/> Topminnow |
| <input type="checkbox"/> Thick-billed parrot | <input type="checkbox"/> Turkey | <input type="checkbox"/> Humpback chub |
| <input type="checkbox"/> Condor | <input type="checkbox"/> Bighorn sheep | <input type="checkbox"/> Bonytail |
| <input type="checkbox"/> Bald eagle | <input type="checkbox"/> Pronghorn | <input type="checkbox"/> Gila trout |
| <input type="checkbox"/> Black-footed ferret | <input type="checkbox"/> Dove | <input type="checkbox"/> Apache Trout |
| <input type="checkbox"/> Mexican gray wolf | <input type="checkbox"/> Buffalo | <input type="checkbox"/> Razorback sucker |
| <input type="checkbox"/> Sonoran pronghorn | <input type="checkbox"/> Gambel's quail | <input type="checkbox"/> Spinedace |
| <input type="checkbox"/> Bat | <input type="checkbox"/> Scaled quail | <input type="checkbox"/> Spikedace |
| <input type="checkbox"/> Ducks | <input type="checkbox"/> Mearns' quail | <input type="checkbox"/> Chubs |
| <input type="checkbox"/> Geese | <input type="checkbox"/> Waterfowl | <input type="checkbox"/> Pupfish |
| <input type="checkbox"/> Sandhill crane | <input type="checkbox"/> Desert tortoise | <input type="checkbox"/> Colorado squawfish |
| <input type="checkbox"/> Bandtailed pigeon | <input type="checkbox"/> Leopard frog | <input type="checkbox"/> Native fishes |
| <input type="checkbox"/> Coyote | <input type="checkbox"/> Snake | <input type="checkbox"/> Threatened fishes |
| <input type="checkbox"/> Fox | <input type="checkbox"/> Turtle | <input type="checkbox"/> Endangered fishes |
| <input type="checkbox"/> Bobcat | <input type="checkbox"/> Toad | <input type="checkbox"/> Insect |
| <input type="checkbox"/> Owl | <input type="checkbox"/> Salamander | <input type="checkbox"/> Kanab ambersnail |
| <input type="checkbox"/> Furbearer | <input type="checkbox"/> Lizard | <input type="checkbox"/> Crustacean |
| <input type="checkbox"/> Predator | <input type="checkbox"/> Reptile | <input type="checkbox"/> Mollusk |
| <input type="checkbox"/> Bear | <input type="checkbox"/> Amphibian | |
| <input type="checkbox"/> Lion | | |

SPECIAL SKILLS/EXPERIENCE

- | | | |
|---|---|---|
| <input type="checkbox"/> Hatchery | <input type="checkbox"/> Creel census | <input type="checkbox"/> Environmental assessment |
| <input type="checkbox"/> Trapping | <input type="checkbox"/> ESA | <input type="checkbox"/> Environmental law |
| <input type="checkbox"/> Banding | <input type="checkbox"/> FWCA | <input type="checkbox"/> Animal capture/restraint |
| <input type="checkbox"/> NEPA | <input type="checkbox"/> Transplant | <input type="checkbox"/> Habitat evaluation |
| <input type="checkbox"/> Survey | <input type="checkbox"/> Electro-shocking | <input type="checkbox"/> Inventory |
| <input type="checkbox"/> Horse/mule riding | <input type="checkbox"/> Aerial net gunning | <input type="checkbox"/> Fish management |
| <input type="checkbox"/> Drop net | <input type="checkbox"/> Stream survey | <input type="checkbox"/> Fish culture |
| <input type="checkbox"/> Stream renovation | <input type="checkbox"/> Telemetry | <input type="checkbox"/> Collaring |
| <input type="checkbox"/> Pellet count | <input type="checkbox"/> Aerial survey | <input type="checkbox"/> Stream habitat restoration |
| <input type="checkbox"/> Seining | <input type="checkbox"/> Aging | <input type="checkbox"/> Population estimation |
| <input type="checkbox"/> Sexing | <input type="checkbox"/> Gill netting | <input type="checkbox"/> Trammel netting |
| <input type="checkbox"/> Ratio | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Wildlife reintroduction |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Cultural resources | <input type="checkbox"/> Wildlife rehabilitation |
| <input type="checkbox"/> Oral presentations | <input type="checkbox"/> Watercraft operation | <input type="checkbox"/> Statistical analysis |
| <input type="checkbox"/> Off-road vehicle operation | <input type="checkbox"/> Recovery plan | <input type="checkbox"/> GIS/GPS |
| <input type="checkbox"/> Management plan | <input type="checkbox"/> Heavy equipment | <input type="checkbox"/> Study design |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Fence building | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Welding | <input type="checkbox"/> Technical writing | <input type="checkbox"/> Computer/database |
| <input type="checkbox"/> Hydrology | <input type="checkbox"/> Soils | <input type="checkbox"/> Computer population modeling |
| <input type="checkbox"/> Riparian restoration | <input type="checkbox"/> Farming | <input type="checkbox"/> Wetlands management |
| <input type="checkbox"/> Ranching | <input type="checkbox"/> Habitat manipulation | <input type="checkbox"/> Commercial driver's license |
| <input type="checkbox"/> Lifting ____ lbs. | <input type="checkbox"/> Grazing/foraging management/analysis | <input type="checkbox"/> Environmental impact statement |
| | | <input type="checkbox"/> Law enforcement |

SECTION I Government Requested Applicant Information

This information is optional and is not required. This information is for statistical record keeping and is not shared with the hiring authority.

1. Sex Female Male
2. Birthdate

Month	Day	Year
3. Ethnic Category (Check One):
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.
 - Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
 - Black (not of Hispanic origin): A person having origins in one of the black racial groups.
 - Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.
 - White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, No. Africa, the Middle East.
4. No Yes Physically Challenged. Physically challenged is defined as any impairment physical or mental that restricts one or more major life activity. If reasonable accommodation is necessary, please advise the hiring authority after an offer of employment has been made.
5. No Yes Are you a veteran?
- Military branch: _____
- Service years: _____
- Final Rank: _____
- Discharge type: _____
6. No Yes Are you an active reserve?
- Military branch: _____

The Arizona Game and Fish Commission receives federal financial assistance in Sport Fish and Wildlife Restoration. Under Title VI of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, religion, national origin, age, sex, or disability. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information please write to:

Arizona Game and Fish Department
Office of the Deputy Director, DOHQ
2221 West Greenway Road
Phoenix, Arizona 85023-4399

The Office for Diversity and Civil Rights
U.S. Fish and Wildlife Service
4040 North Fairfax Drive, Room 300
Arlington, Virginia 22203

The Arizona Game and Fish Department complies with all provisions of the Americans with Disabilities Act. This document is available in alternative format by contacting the Arizona Game and Fish Department, Office of the Deputy Director at the address listed above or by calling (602) 789-3290 or TTY 1-800-367-8939.