



# Application for Employment

AN EQUAL OPPORTUNITY EMPLOYER

**PLEASE PRINT**

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Telephone # \_\_\_\_\_ Mobile/Beeper/Other Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? .....  YES  NO  
If no, please explain \_\_\_\_\_

Have you ever been employed at the Water District before? .....  YES  NO  
If yes, give dates and position(s) \_\_\_\_\_

Do you have any friends or relatives working at the Water District?.....  YES  NO  
If yes, list name and relationship \_\_\_\_\_

Are you legally eligible for employment in this country? .....  YES  NO

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_. What is your desired salary range? \$ \_\_\_\_\_.

Are you on layoff and subject to recall? .....  YES  NO

Type of employment desired:  FULL-TIME  PART-TIME  TEMPORARY  SEASONAL  CO-OP

Are you able to meet the attendance requirements of the position?.....  YES  NO

Will you work overtime if asked?.....  YES  NO

Will you work shifts if asked?.....  YES  NO

Have you ever been convicted of a crime? .....  YES  NO  
If yes, please provide date(s) and details \_\_\_\_\_  
*Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

Have you ever signed a secrecy, invention, or employment agreement in favor of any previous employer, that may restrict or place restrictions on your employment with the Water District?.....  YES  NO

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

Do you have a CDL license?.....  YES  NO

## Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	PHONE NUMBER
STARTING JOB TITLE / FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE?		REASON FOR LEAVING	HOURLY RATE/SALARY
YES	NO	LATER	START \$ PER FINAL \$ PER

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YES	NO	LATER	START \$ PER FINAL \$ PER

*Continued on reverse side*

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YES	NO	LATER	START \$	PER	FINAL \$	PER

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YES	NO	LATER	START \$	PER	FINAL \$	PER

## Skills and Qualifications

Summarize any training skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the positions for which you are applying.

## Educational Background (If job related)

NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?		SUBJECTS STUDIED
HIGH SCHOOL:				
COLLEGE:		MAJOR	DEGREE	
OTHER:				

## References (Give the names of 3 persons not related to you)

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the Water District is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the Water District's service, whenever it is discovered.

I expressly authorize, without reservation, the Water District, its representatives, employees or agents, to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Water District, its agents, employees or representatives for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Water District does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only one (1) year. At the conclusion of that time, if I have not heard from the Water District and still wish to be considered for employment, it will be necessary to reapply and fill out a new application. I further understand that if this application is made in response to solicitation by the Water District, it will be closed out when the position is filled.

I understand that any offer of employment made to me is contingent upon my passing a post-offer drug screen and background check.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Water District reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Water District is authorized to make any assurances to the contrary and that no implied, oral or written agreements to the contrary to the foregoing express language are valid unless they are in writing and signed by the Water District's Chairperson of the Board.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_