

Application for Employment

Revised-March 2018

Panoche Water District

We consider applicants for all positions without regard to race, religion, color, national origin, ancestry, physical disability, mental disability, legally protected medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any other characteristic protected by federal or state law or local ordinance.

PLEASE PRINT

Position(s) applied for		Date of application	
How did you learn about us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk in	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Preferred method of contact (please mark above)			
Last name	First name	Middle name	
Address number	Street	City	<input type="checkbox"/> Yes <input type="checkbox"/> No State Zip
Telephone number(s)	Day	Evening	Email

If you are under 18 years of age, can you provide required work permit?

Have you ever filed an application with us before?

Yes No

If yes, give date _____

Have you ever been employed with us before?

Yes No

If yes, give date _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Salary desired:

\$ _____

If hired, can you submit verification of your legal right to work in the United States? Proof of identity and authorization to work in the United States will be required upon employment.

Yes No

On what date are you available to start work?

Are you currently able to work?

Full time

Part Time

Temporary

Are you currently on "lay-off" status and subject to recall?

Yes

No

Can you travel if a job requires it?

Yes

No

Education

	High School				College/University				Graduate/professional			
	9	10	11	12	1	2	3	4	1	2	3	4
School Name, Location, & phone												
Years completed												
Describe course of study												
Describe any special training, apprenticeship, skills & extra curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

**Education beyond the requirements on the job description or not related to the job for which you are applying need to be listed.*

Indicate any languages, other than English, that you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business, or civic activities and offices held. *You may exclude memberships which reveal sex, race, religion, national origin, age, ancestry, handicap, or other protected status.*

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Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities which relate to the job for which you are applying. You may exclude organizations which indicate race, color, religion, gender, national origin, mental, physical disability or other protected status.

Employer	Dates Employed		Work Performed
	From:	To:	
Address			
Telephone number(s)	Job Title		
Reason for leaving	Supervisor		
Employer	Date Employed		Work Performed
	From:	To:	
Address			
Telephone number(s)	Job Title		
Reason for leaving	Supervisor		
Employer	Date Employed		Work Performed
	From:	To:	
Address			
Telephone Number(s)	Job Title		
Reason for leaving	Supervisor		
Employer	Date Employed		Work Performed
	From:	To:	
Address			
Telephone Number(s)	Job Title		
Reason for leaving	Supervisor		

**If additional space is needed, please continue on a separate sheet of paper*

Special Skills and Qualifications *Summarize special job-related skills and qualifications acquired from employment or other experience.*

Application's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements and references contained in this application for employment as permitted by state and federal law as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of the Panoche Water District is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen, criminal background check, and a pre-employment physical and I will voluntarily submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid California driver's license and understand that if an offer of employment is made to me I will be required to provide a copy of my official driving record and proof of insurance. I understand an unsatisfactory driving record may disqualify me from employment.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand and hereby acknowledge that any employment relationship with Panoche Water District is of an "at will" nature, which means that the employee may resign at any time and the Panoche Water District may discharge the employee at any time with or without cause. I also understand that this "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by an authorized executive of the Panoche Water District.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all the rules and regulations of Panoche Water District.

Signature of Applicant: _____ Date: _____