

# APPLICATION FOR EMPLOYMENT

BARD WATER DISTRICT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status

Position(s) Applied For \_\_\_\_\_

Date of Application \_\_\_\_\_

How did you learn about us?

Advertisement \_\_\_\_\_

Friend \_\_\_\_\_

Walk-In \_\_\_\_\_

Employment Agency \_\_\_\_\_

Relative \_\_\_\_\_

Other \_\_\_\_\_

( Please Print)

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

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

Middle Name \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact Numbers

Daytime \_\_\_\_\_

Evening \_\_\_\_\_

Messages \_\_\_\_\_

(Circle One)

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes

No

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 dates \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

Salary desired: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or innmigration status will be required upon employment.

Yes

No

On what date would you be available for work? \_\_\_\_\_

Are you currently available 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

Graduated ?

Circle Year Completed

9 10 11 12

City, State

Course of Study

Undergraduate College / University

Graduated?

Circle Year Completed

1 2 3 4

City, State

Course of Study

Graduate / Professional

Graduated?

Circle Year Completed

1 2 3 4

City, State

Course of Study

Describe any specialized training, apprenticeship, skills and extra curricular activities

Describe any honors you have received

State any additional information you feel may be helpful to us in considering your application

Please Note: Education beyond the requirements on the job description or not related to the job for which you are Applying need not be listed.

Indicate any languages, other than English, that you can speak, read and/or write.

(Circle One Each)

Speak

Read

Write

Fluent

Good

Fair

Fluent

Good

Fair

Fluent

Good

Fair

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

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

<b>Current/Previous Employer</b>			<b>Start Date</b>	<b>End Date</b>
<input type="text"/>			<input type="text"/>	<input type="text"/>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>
<input type="text"/>			<input type="text"/>	<input type="text"/>

<b>Job Title</b>	<input type="text"/>		
<b>Supervisor</b>	<input type="text"/>		
	<b>Hourly Rate / Salary</b>		
	<b>Start</b>	<b>Final</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Work Performed/Job Duties**

<input type="text"/>
<input type="text"/>

**Reason for Leaving**

<input type="text"/>
<input type="text"/>

<b>#2 Employer</b>			<b>Start Date</b>	<b>End Date</b>
<input type="text"/>			<input type="text"/>	<input type="text"/>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>
<input type="text"/>			<input type="text"/>	<input type="text"/>

<b>Job Title</b>	<input type="text"/>		
<b>Supervisor</b>	<input type="text"/>		
	<b>Hourly Rate / Salary</b>		
	<b>Start</b>	<b>Final</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Work Performed/Job Duties**

<input type="text"/>
<input type="text"/>

**Reason for Leaving**

<input type="text"/>
<input type="text"/>

<b>#3 Employer</b>			<b>Start Date</b>	<b>End Date</b>
<input type="text"/>			<input type="text"/>	<input type="text"/>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>
<input type="text"/>			<input type="text"/>	<input type="text"/>

<b>Job Title</b>	<input type="text"/>		
<b>Supervisor</b>	<input type="text"/>		
	<b>Hourly Rate / Salary</b>		
	<b>Start</b>	<b>Final</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Work Performed/Job Duties**

<input type="text"/>
<input type="text"/>

**Reason for Leaving**

<input type="text"/>
<input type="text"/>

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

<b>#4 Employer</b>			<b>Start Date</b>	<b>End Date</b>
<input type="text"/>			<input type="text"/>	<input type="text"/>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>
<input type="text"/>			<input type="text"/>	

<b>Job Title</b>	<input type="text"/>		
<b>Supervisor</b>	<input type="text"/>		
	<b>Hourly Rate / Salary</b>		
	<b>Start</b>	<b>Final</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Work Performed/Job Duties**

<input type="text"/>
<input type="text"/>

**Reason for Leaving**

<input type="text"/>
<input type="text"/>

<b>#5 Employer</b>			<b>Start Date</b>	<b>End Date</b>
<input type="text"/>			<input type="text"/>	<input type="text"/>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>
<input type="text"/>			<input type="text"/>	

<b>Job Title</b>	<input type="text"/>		
<b>Supervisor</b>	<input type="text"/>		
	<b>Hourly Rate / Salary</b>		
	<b>Start</b>	<b>Final</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Work Performed/Job Duties**

<input type="text"/>
<input type="text"/>

**Reason for Leaving**

<input type="text"/>
<input type="text"/>

<b>#6 Employer</b>			<b>Start Date</b>	<b>End Date</b>
<input type="text"/>			<input type="text"/>	<input type="text"/>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>
<input type="text"/>			<input type="text"/>	

<b>Job Title</b>	<input type="text"/>		
<b>Supervisor</b>	<input type="text"/>		
	<b>Hourly Rate / Salary</b>		
	<b>Start</b>	<b>Final</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Work Performed/Job Duties**

<input type="text"/>
<input type="text"/>

**Reason for Leaving**

<input type="text"/>
<input type="text"/>

Summarize special job-related skills and qualifications acquired from employment or other experience.

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REFERENCES

Give name, address and telephone number of three business references who are not related to you.

Name		Years	Known	Telephone
Address				
Name		Years	Known	Telephone
Address				
Name		Years	Known	Telephone
Address				
Name		Years	Known	Telephone
Address				
Name		Years	Known	Telephone
Address				

(Circle One)

Have you every had any training in the United States Military which is related to the job for which you are applying?      Yes      No

    If yes, please describe:

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(Circle One)

Do you have the physical and mental ability to perform the tasks on the attached job description, with or without accommodation?      Yes      No

    (If accommodation is necessary, please describe below)

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of the Bard 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 and a pre-employment physical and voluntarily agree to 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 driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance.

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 Bard Water District is of an "at will" nature, which means that the employee may resign at any time and the Bard 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 by conduct, unless such change is specifically acknowledged in writing by an authorized executive of the Bard 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 rules and regulations of the Bard Water District.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Bard Water District, I am entitled to copies of any such records obtained, unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

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

**PRE-EMPLOYMENT DRUG SCREEN REQUIRED**

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_