

APPLICATION FOR EMPLOYMENT WITH BORREGO WATER DISTRICT

The following instructions have been provided to assist you in completing your employment application, and to provide you with important information on the Borrego Water District recruitment policies.

IMPORTANT – PLEASE BE SURE TO READ THIS INFORMATION CAREFULLY BEFORE FILLING OUT YOUR APPLICATION

1. The employment application is one of the most important screening and selection tools used by the District. It is used at all points of the hiring process, and is the applicant's primary method of illustrating his/her qualifications. **Applications must be filled out completely and clearly show that the minimum qualifications are met.** False statements, as well as failure to disclose requested information, will be cause for disqualification, removal from an eligibility list, or discharge from employment. **Resumes may be attached, but will not be accepted in lieu of a completed District application form.** If more space is needed, attach additional sheets. Please print clearly in ink, or type.
2. All statements made on the application are subject to investigation and verification, and applicants may be required to provide documentary evidence of certificates, degrees, training, experience, licenses or educational credits.
3. Completed application materials must be received by the Human Resources Department by 2:00 p.m. on the closing date. Postmarks will not be accepted. Faxed applications and photocopies of the application will not be accepted. Applications and other related application materials, whether accepted or rejected, will not be returned.
4. Applicants must complete a separate application form for each position for which they are applying. Applications shall only be accepted during a recruitment period for the designated positions, and will not be held for future recruitments.
5. Final candidates may be required to provide a current printout of their driving record from the Department of Motor Vehicles. Do not submit DMV printouts with application materials – it will be requested at a later time.
6. In compliance with the Immigration and Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

EQUAL OPPORTUNITY EMPLOYER

The Borrego Water District is an Equal Opportunity Employer. Employment opportunities, advancement, and all relations and decisions pertaining to employment will be executed without regard to gender preference, gender identity, race, creed, religion, color, national origin, non job related physical or mental disability, medical condition, marital or veteran status, age or any other legally protected status.

APPLICATION FOR EMPLOYMENT WITH BORREGO WATER DISTRICT

-WE ARE AN EQUAL OPPORTUNITY EMPLOYER-

The Borrego Water District consider applicants for all positions without regard to gender preference, gender identity, race, creed, religion, color, national origin, non job related physical or mental disability, medical condition, marital or veteran status, age or any other legally protected status.

ANSWER ALL QUESTIONS – USE INK (PLEASE PRINT) OR USE TYPEWRITER

Position(s) Applied For			Date of Application	
Last Name		First Name		Middle Name
Address		City	State	Zip
Telephone-Day	Telephone-Evening	Cell phone		Message Service

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with Borrego Water District before? Yes No
If yes, give date _____

How did you hear about us? _____ Salary desired: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you currently available to work: Full Time Part Time Temporary

On what date would you be available for work: _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel to attend conference/workshops or a job requires it? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?
 Yes No

(Proof of citizenship or immigration status will be required upon employment)

EDUCATION

School Name, Location and Phone Number	High School				Undergraduate College/University				Graduate/Professional*			
	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed												
Describe 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												

*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.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

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

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 or physical disability or other protected status.

Name of Employer		Phone Number of employer	
Type of Business		Your Supervisor's Name	
Address	City	State	Zip
Dates of Employment: From: _____ To: _____			
Your Position and Duties: Reason for Leaving: May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Employer		Phone Number of Employer	
Type of Business		Your Supervisor's Name	
Address	City	State	Zip
Dates of Employment: From: _____ To: _____			
Your Position and Duties: Reason for Leaving: May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYMENT EXPERIENCE (cont'd)

Name of Employer		Phone Number of Employer	
Type of Business		Your Supervisor's Name	
Address	City	State	Zip
Dates of Employment: From: _____ To: _____			
Your Position and Duties: Reason for Leaving: May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Employer		Phone Number of Employer	
Type of Business		Your Supervisor's Name	
Address	City	State	Zip
Dates of Employment: From: _____ To: _____			
Your Position and Duties: Reason for Leaving: May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Special Skills and Qualifications

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

APPLICANT'S STATEMENT

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 of employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of Borrego 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.

I understand that I will be required to possess a current and valid California 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 Borrego Water District is of an "at will" nature, which means that the employee may resign at any time and the Borrego 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 Borrego 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 Borrego 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 (following satisfaction that minimum job requirements have been met) by internal personnel employed by Borrego Water District, I am entitled to copies of any such records obtained, unless I mark the checked 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: _____

NOTES: _____
