Application for Employment

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 Resource Dept.

AN EQUAL OPPORTUNITY EMPLOYER

Position Applied for: _____ Date: _____

Name _____

Address _____

Telephone: _____ Cell: _____

Social Security #: _____ email add: _____

If necessary, best time to call you at home is: _____ AM - PM

May we contact you at work? Yes O No O

If yes, work number and best time to call: ( ) _____ AM - PM

If you are under 18 and it is required, can you furnish a work permit? Yes O No O

If no, please explain: _____

Have you submitted an application here before? Yes O No O

If yes, give date(s) and position(s): _____

Do you have experience in the water industry? Yes O No O

If yes, please explain: _____

Are you legally eligible for employment in this country? Yes O No O

Date available for work: _____ Desired salary range? _____

Type of employment desired: Full Time Part time Temporary Seasonal

Will you relocate if job requires it? Yes O No O

Are you able to meet the attendance requirements of the position? Yes O No O

Will you work overtime if required? Yes O No O

If no, please explain: _____

Drivers license number if driving is an essential job function: _____ State: _____

Have you ever been bonded? Yes O No O

Have you ever pled "guilty" or "no contest" to , or been convicted of a crime? Yes O No O

If yes, please provide date(s) and details: _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSITTUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATES OF THE OFFENSES, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

EMPLOYMENT HISTORY

Starting with your most recent employer, assignments or volunteer activities, provide the following:

Employer	Telephone#	Dates Employed
Address		

Starting Job Title:	Hourly / Salary	$	per/
Ending Job Title:	Hourly / Salary	$	per/

Immediate Supervisor Name and Title:

Reason for leaving?

May we contact for reference? Yes ○ No ○

Employer	Telephone#	Dates Employed
Address		

Starting Job Title:	Hourly / Salary	$	per/
Ending Job Title:	Hourly / Salary	$	per/

Immediate Supervisor Name and Title:

Reason for leaving?

May we contact for reference? Yes ○ No ○

Employer	Telephone#	Dates Employed
Address		

Starting Job Title:	Hourly / Salary	$	per/
Ending Job Title:	Hourly / Salary	$	per/

Immediate Supervisor Name and Title:

Reason for leaving?

May we contact for reference? Yes ○ No ○

Employer	Telephone#	Dates Employed
Address		

Starting Job Title:	Hourly / Salary	$	per/
Ending Job Title:	Hourly / Salary	$	per/

Immediate Supervisor Name and Title:

Reason for leaving?

May we contact for reference? Yes ○ No ○

What job functions did you perform in your previous positions?

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information

School (include City and State)	Number of Yrs. Completed	Achieved: GED/Diploma/ Degree	GPA Class Rank	Major	Minor

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors.

Name	Title	Relationship	Telephone number	Years known

Additional Information

List Professional, Trade, Business or Civic Associations and any Offices Held

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, Veteran/Reserve/National Guard or any other similarly protected status.

Organization	Office Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, Veteran/Reserve, National Guard or any other similarly protected status.

Skills and Qualifications:

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

MS OFFICE: **Word** □ **Excel** □ **Outlook** □ **PowerPoint** □ **Quickbooks** □

List any additional information you would like us to consider:

Applicant Statement

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

I expressly authorize, without reservation, Chenowith Water PUD, it's representative, 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 Chenowith Water PUD, it's 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 Chenowith Water PUD 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 bases prohibited by applicable Local, State or Federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from Chenowith Water PUD and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

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 employer reserves the same right to terminate my employment at any time, with our 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 employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by Chenowith Water PUD's President.

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.

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 (1) cancel further consideration of this application, or (2) immediately discharge me from Chenowith Water PUD's service, whenever it is discovered.

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: _____ Date: _____