

EMPLOYMENT APPLICATION



Our mission is to provide a safe, reliable water supply and Wastewater Reclamation System for the customers of the Hi-Desert Water District in an efficient and financially responsible manner.

NOTICES TO APPLICANTS

APPLICATIONS. Applications are only accepted for positions that are currently open. This application is only current for sixty (60) days. A new application will have to be completed in order to be considered for employment after sixty (60) days. **Please fill out ALL sections of the application materials completely and accurately. All unsigned applications will be rejected.**

EQUAL OPPORTUNITY. It is the policy of Hi-Desert Water District ("District") to make all employment decisions without regard or consideration for any individual's race; religious creed; color; national origin; ancestry; physical disability (including HIV and AIDS); mental disability; medical condition (meaning cancer or genetically-related disease or disorder); marital status; sex (gender); sexual orientation; gender identity; age (meaning over 40); or pregnancy, childbirth, related medical conditions, or any other factor protected from discrimination by federal, state or local laws. Except if there is a bona fide occupational qualification or a business necessity that is reasonably necessary to secure the safe and efficient operation of the business, equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination. The District does not tolerate any illegal discrimination or harassment, whether verbal, physical or visual. If you believe that you have been treated unfairly or harassed in anyway during this employment application process, please call the Human Resource Manager at (760) 365-8333 immediately. The District prohibits retaliation by anyone against those who make a report of suspected unfair treatment or harassment. If you need a reasonable accommodation in order to complete this application or in any step of the interview process, please inform the Human Resource Manager.

AT-WILL EMPLOYMENT. Employment at the District is at the will of the District and the employee. An employee can quit at any time for any reason, with or without notice. The District can dismiss an employee at any time for any reason, with or without notice. Only the Board of Directors can enter into employment contracts on behalf of the District that modify this "at will" relationship. Any employment contract must be in writing.

PHYSICAL EXAMS, DRUG/ALCOHOL TESTING, DRIVING RECORD REVIEW, AND BACKGROUND INVESTIGATION. All job offers are expressly contingent upon completion and satisfactory results of pre-employment drug and alcohol test; physical exam indicating fitness for duty; driving record review; and background investigation.

RIGHT TO WORK IN THE UNITED STATES. All job offers are conditioned on the provision of an applicant's identity and legal authority to work in the United States, and if applicable, right to work as a minor.

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

Date	Last Name	First Name	Middle
Address		City	State Zip Code
Home Phone Number		Mobile Phone Number	
Email Address		Best time to contact you	
Position applying for:		Date available for work:	
How did you learn about this position opening? <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employee Referral <input type="checkbox"/> Walk-In <input type="checkbox"/> Other:			
Which of the following are you available to work? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> On-Call <input type="checkbox"/> Temporary			
Are you able to work on-call, weekends, and after normal business hours if required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you are under 18 years of age, can you provide required proof of your eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			
Can you verify your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Can you travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever applied or worked for Hi-Desert Water District before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:			
Are you able to perform the essential functions of the job for which you are applying either with or without reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If no, describe functions that cannot be performed:
If required by the job, check the weight and frequency you can or are willing to lift: <input type="checkbox"/> 10 lbs. <input type="checkbox"/> 25 lbs. <input type="checkbox"/> 50 lbs. <input type="checkbox"/> 75 lbs. <input type="checkbox"/> 100 lbs. <input type="checkbox"/> Seldom <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently			
Acceptance as an employee may be contingent upon passing a physical examination. Discrepancy between your answer above and examination results may result in rejection.			

EDUCATION, TRAINING AND EXPERIENCE

PLEASE PRINT OR TYPE: All blanks must be completed; "see resume" is not permissible.

Type	Name and Address	Course of Study	No. of Years Completed	Diploma/Degree
High School				<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> None
College/University				
Graduate/Professional				
Other (please specify)				

List current Water or Wastewater Certifications held.

Describe any other job-related training received in the United States Military, military services from other countries, or other job-related skills certificates, licenses and other qualifications acquired from employment or other experience.

List academic, professional, trade, business or civic activities and offices held. You may exclude memberships which may reveal gender, race, religion, national origin, age, sexual orientation, gender identity, ancestry, disability or other protected status.

ADDITIONAL QUALIFICATIONS AND SPECIALIZED SKILLS

PLEASE PRINT OR TYPE: All blanks must be completed; "see resume" is not permissible

Software Applications: Please list software applications you work with and your level of competency for each – Basic (B), Intermediate (I), Advanced (A)

List equipment you can operate:

List heavy equipment you are certified to operate:

Read Blueprints Read Schematics CAD Other:

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

Summarize special job-relevant skills and qualifications acquired from employment or other experience:

EMPLOYMENT EXPERIENCE

Please Print: All blanks must be completed; "see resume" is not permissible.

Please begin with your present or last job and include the last 10 years of employment experience. You may include any relevant experience gained by volunteer activities, military service, etc. You may, if you choose, exclude organizations which may reveal gender, race, religion, national origin, age, sexual orientation, gender identity, ancestry, disability or other protected status. If you need additional space, please continue on a separate sheet of paper.

Employer Name:		Type of Business:	
Address:		City:	State: Zip:
Telephone Number:		Beginning Date of Employment:	Ending Date of Employment:
Job Title:		Supervisor's Name:	
Job Duties:			
Reason for leaving:		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name:		Type of Business:	
Address:		City:	State: Zip:
Telephone Number:		Beginning Date of Employment:	Ending Date of Employment:
Job Title:		Supervisor's Name:	
Job Duties:			
Reason for leaving:		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name:		Type of Business:	
Address:		City:	State: Zip:
Telephone Number:		Beginning Date of Employment:	Ending Date of Employment:
Job Title:		Supervisor's Name:	
Job Duties:			
Reason for leaving:		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name:		Type of Business:	
Address:		City:	State: Zip:
Telephone Number:		Beginning Date of Employment:	Ending Date of Employment:
Job Title:		Supervisor's Name:	
Job Duties:			
Reason for leaving:		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT EXPERIENCE CONTINUED

Employer Name:

Type of Business:

Address:

City:

State:

Zip:

Telephone Number:

Beginning Date of Employment:

Ending Date of Employment:

Job Title:

Supervisor's Name:

Job Duties:

Reason for leaving:

May we contact this employer for a reference? Yes No

Explanation of Gaps in Employment – Please explain why you were not employed if there are gaps in your employment history.

Explanations of Terminations – If you have ever had your employment terminated or if you ever quit in lieu of being terminated, please explain.

VERIFICATION OF APPLICATION

Please read carefully, initial each paragraph and sign below.

Is there any information relative to a name change, assumed name, or nickname necessary for verification of work and education record? Yes No

If yes, please explain:

INITIAL

READ AND INITIAL EACH PARAGRAPH

I hereby certify that I have not knowingly withheld any information that adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between the District and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by the District's designated representative and me.

I hereby authorize the District to thoroughly investigate my references, work record, education, previous DOT controlled substances and alcohol test results, per 49CFR, 382.413 (if applicable) and other matters related to my suitability for employment and further authorize the references I have listed to disclose to the District any and all letters, reports, and other information related to my work records without giving me prior notice to such disclosure. In addition, I hereby release the District, my former employers and all other persons, corporations, partnerships and associations from any and claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand and acknowledge that I will be required to submit to a physical examination, including but not limited to, drug and alcohol testing. Additionally, I hereby authorize the release of the results of such an examination to Hi-Desert Water District for their use in evaluating my suitability for employment. Further, I release the examining facility and the District from any liability, and from any damage that may result from the release of such information.

I understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States, and the satisfactory completion of post offer physical exam indicating fitness for duty; driving record review; and background investigation.

Applicant's Signature: _____

Date: _____

Applicant's Printed Name: _____