



# VALLEY COUNTY WATER DISTRICT

5121 Lante St, Baldwin Park, CA 91706  
 Telephone (626) 338-7301 • FAX (626) 814-2973 • www.vcwd.org

Position applied for
Date of Application

## APPLICATION FOR EMPLOYMENT

Please type or print in ink. Application must be fully completed for consideration. All information is subject to verification.

PERSONAL INFORMATION			
Name:		Social Security Number:	
Address:		City:	State: Zip:
Telephone:	Other:	Email:	

GENERAL INFORMATION	
Are you currently employed?	May we contact your current employer?
If <u>YES</u> , contact name and telephone number:	
Have you previously been employed by VCWD?	If <u>YES</u> , list dates of employment and reason for leaving:
Do you have a relative employed by VCWD?	If <u>YES</u> , name and relationship:
Have you ever been involuntarily discharged or forced to resign from previous employment?	
If <u>YES</u> , provide an explanation:	
Are you fluent in any language other than English?	If <u>YES</u> , explain your skills:
Do you possess a valid California driver's license?	License Number:
Class: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	Expiration Date:

CERTIFICATION AND EDUCATION			
Do you possess any license, certificate or credential related to the position you are applying for?			
If <u>YES</u> , provide information:			
Title	Number	Issued By	Expiration
Do you possess?	<input type="checkbox"/> High School Diploma	<input type="checkbox"/> G.E.D. Certificate	<input type="checkbox"/> CA High School Proficiency Certificate
If under 18 years of age, can you provide a work permit or a GED Certificate after an employment offer is made? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Highest Grade Completed : _____ Highest College Grade Completed: _____ Post Graduate Work: _____ years			
Name and Address of College, University, Vocational School or Institute	Major or Course of Study	Attendance Dates From To	Name of Certificate
How did you learn about this position?		Referred by:	

THIS SECTION FOR DISTRICT USE ONLY Application submitted on \_\_\_\_\_ Application received by \_\_\_\_\_  
 Applicant contacted by \_\_\_\_\_ on \_\_\_\_\_ Application interviewed on \_\_\_\_\_  
 Application rejected because of: \_\_\_\_\_ Late Filing \_\_\_\_\_ Incomplete Information \_\_\_\_\_ Other: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

1. List most recent employer first. 2. Use different blocks for different positions with same employer. 3. List all experience, paid or voluntary, related to position applied for. 4. Attach additional pages if needed.

Company:		Phone:
Address:		Supervisor:
Job Title:		
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company:		Phone:
Address:		Supervisor:
Job Title:		
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company:		Phone:
Address:		Supervisor:
Job Title:		
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		

**MILITARY SERVICE**

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, explain:		

**CERTIFICATION BY APPLICANT (Please read carefully before signing)**

I hereby certify that all statements made by me in this application are true and complete to the best of my knowledge and understand that if employed, any misstatement or omission of material fact on this application will forfeit my rights of employment with Valley County Water District. If I receive a conditional offer of employment, I further agree to submit to a pre-hire physical examination, including drug abuse screening, and to submit proof of age and right to work in the United States, as may be required.

Signature:	Printed Name:	Date:
------------	---------------	-------

**REFERENCES**

May Valley County Water District contact **YOUR PAST EMPLOYERS** for references?  Yes  No

If yes, then read the following statements and sign your name on the line below. I authorize Valley County Water District to obtain employment information from any previous employer. A photocopy of this authorization will be considered to be as valid as the original.

Signature\_\_\_\_\_ Date\_\_\_\_\_

May Valley County Water District contact **YOUR PRESENT EMPLOYER** for references?  Yes  No

If **YES**, then read the following statements and sign your name on the line below: I authorize Valley County Water District to obtain employment information from my current employer. A photocopy of this authorization will be considered to be as valid as the original.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Have you passed any examination for employment given by Valley County Water District in the last two years?  Yes  No

If **YES**, list examination titles and dates passed \_\_\_\_\_

List names used in the past, including names used in other records:

\_\_\_\_\_

Type of Examination

OPEN  PROMOTIONAL  SPECIAL

**READ AND COMPLETE BELOW – Complete Work Experience**

The following statements are general conditions for employment. This application does not constitute an offer for employment, merely the opportunity to compete for the position. Your application is subject to review and may be rejected at any time if shown that you do not meet the qualifications specified in the job description for the position for which you are applying. Please read and initial the following two statements, then sign and date the application.

If I receive a conditional offer of employment, I may be required to undergo a drug abuse screening test prior to appointment and I must meet background standards and be medically capable of performing the essential job duties (with an accommodation if needed). (New Employees Only) \_\_\_\_\_ Initial Here

I also understand that this application, supplements and attachments become the property of Valley County Water District. \_\_\_\_\_ Initial Here

I certify that all statements on this application form and attachments are true and complete to the best of my knowledge. I understand that false, misleading or incomplete information shall be sufficient cause for disqualification or dismissal and other penalties as may be prescribed by law.

Signature\_\_\_\_\_ Date\_\_\_\_\_

## APPLICATION INSTRUCTIONS

- A. Please fill out this application carefully. All questions must be answered completely and accurately. You may be disqualified for any false statement or for omitting information. We suggest you keep a copy of each application you file.
- B. You must file a separate application for each examination. Only employees who meet the definition of a **promotional** candidate may file for promotional examinations. All others must file as **open** candidates.
- C. Employees who leave Valley County Water District service cannot be appointed from promotional eligible lists.
- D. Your application **MUST BE RECEIVED** in our office by the last day to apply. If you change your address after applying, you must notify us in writing immediately.
- E. **APPLYING BY MAIL** – If you wish, you may file your application by mail unless otherwise specified by the examination bulletin. Be certain that you answer all questions on the application. Your application must be received, not post marked, by the last day to apply. It is the applicant’s responsibility to allow adequate mail or delivery time. Late applications will be disqualified.
- F. **ACCEPTANCE** – Applicants who fail to submit all required information will not be considered for employment. If you do not meet the minimum bulletin requirements or your work record is not acceptable, you will not be considered for employment, even if you have taken and passed an examination.
- G. **BACKGROUND** – Your application is subject to a complete background review.
- H. **SOCIAL SECURITY NUMBER** – Federal or state law requires that you be informed of the following when asked for your Social Security Number: Pursuant to Civil Code Section 1798.17 and P.L. 93-579, section 7, the District provides the following information: (a) the requesting party is Valley County Water District, 5121 Lante St., Baldwin Park, CA 91706. (626) 338-7301; (b) you may contact the General Manager at the same address concerning the system of records, location, and those who would have access to your records; (c) the authority for seeking the social security number is the Internal Revenue Code, Social Security Act, and California Revenue and Taxation Code; (d) a social security number is mandatory; (e) the consequence of not providing a number is your employment application will be considered incomplete; (f) the purpose is identification for the application and payroll processing and compliance with federal and state tax laws, and the Social Security Act; (g) known or foreseeable disclosures are to local, state or federal taxing entities, management of Valley County Water District, and companies retained by the District to process payroll; (h) applicants will have the right to a copy of their application, and personnel file, if hired, without outside references.
- I. **RIGHT TO WORK** – All applicants not currently employed by District will be required to show proof of United States citizenship or the legal right to work in the United States within three business days of hire. Failure to comply with the requirements of the Immigration Reform and Control Act of 1986 within the time prescribed by the Act may result in termination.
- J. **DISABILITY** – If you have a physical, mental or learning disability which may affect your ability to take an examination for which you are applying, special accommodations may be arranged if verification is provided from a doctor, rehabilitation counselor or other authority. You will be contacted to make specific arrangements upon request by you. Under provision of Title I of the Americans with Disabilities Act, this information is obtained only to arrange accommodations.
- K. **EDUCATION AND EXPERIENCE** – You must list a complete record of your training and experience. If more space is needed, attach additional sheets. Read the requirements section of the examination bulletin carefully for any special application instructions for that job title. Claimed volunteer experience must also include verification on stationery from the organization served showing time periods volunteered and duties performed. Current employees must list the specific departments for which they have worked.
- L. **SIGNATURE** – This application must be signed (not printed) in ink **BY THE APPLICANT**.

**DETACH INSTRUCTIONS FROM APPLICATION**

**BEFORE MAILING OR PRESENTING IT TO VALLEY COUNTY WATER DISTRICT**