

APPLICATION FOR EMPLOYMENT

Please submit applications to:
Attention: Human Resources
Santa Fe Irrigation District
PO Box 409
Rancho Santa Fe, CA 92067-0409
Fax: (858) 756-0450
Email: hr@sfidwater.org

An Equal Opportunity Employer

Applicants are considered for all positions without regard to race, color, national origin, religion, sex, disability, age (40 and older), genetic information, citizenship status, marital status, sexual orientation and identity, medical condition, political activities or affiliations, military or veteran status, or any other legally protected class.

(PLEASE PRINT or TYPE) Date of Application: _____

Position(s) Applied For _____

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Telephone (____) _____ Email Address _____

Referral Source:
 Our Website Other Website ~~WWW~~ BC Water Job Friend Relative
 Other _____

If employed and you are under 18, can you furnish a work permit { } yes { } no

Have you filed an application here before? { } yes { } no If yes, give date _____

Have you ever been employed here before { } yes { } no If yes, give date _____

Are you employed now? { } yes { } no

If yes, may we contact your current employer? { } yes { } no

Can you provide proof of your legal right to work in the U.S.? { } yes { } no

On what date would you be available for work? _____

Are you available to work: Full time Part Time Shift Work Temporary

Are you on layoff and subject to recall? { } yes { } no

Can you travel if the job requires it? { } yes { } no

Additional questions

Do you have a current, valid driver's license? { } yes { } no

List professional, trade, business, or civic activities and offices held. (You may exclude those which indicate a protected class):

Please provide the name, address and telephone number of three personal references that are not related to you and are not previous employers.

Education

	High School	College/University	Graduate/Professional
School Name			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree/Certification Received			
Describe Course of Study			

Honors Received: _____

Special Skills and Qualifications

Summarize any additional special skills and qualifications acquired from employment or other experience that you feel may be helpful in considering your application:

Employment Experience

List your employment experience in chronological order to cover ten years. Include military service assignments and volunteer activities. Exclude organization names that indicate a protected class.

Employer:	Dates employed		Work Performed
Phone:	From	To	Job Title:
Address:			Duties:
	Annual Salary		
Supervisor:	Start	Final	
Reason for Leaving:			
Employer:	Dates employed		Work Performed
Phone:	From	To	Job Title:
Address:			Duties:
	Annual Salary		
Supervisor:	Start	Final	
Reason for Leaving:			
Employer:	Dates employed		Work Performed
Phone:	From	To	Job Title:
Address:			Duties:
	Annual Salary		
Supervisor:	Start	Final	
Reason for Leaving:			
Employer:	Dates employed		Work Performed
Phone:	From	To	Job Title:
Address:			Duties:
	Annual Salary		
Supervisor:	Start	Final	
Reason for Leaving:			
Employer:	Dates employed		Work Performed
Phone:	From	To	Job Title:
Address:			Duties:
	Annual Salary		
Supervisor:	Start	Final	
Reason for Leaving:			

If you need additional space, please continue on a separate sheet of paper and attach to application. A resume may be attached, but not accepted in lieu of a completed application.

Field Employment (if applicable)

Water Works Experience:

Water Works Education:

Filtration Plant Employment:

Name of Plant _____

Type of Plant _____

MGD of Plant _____ How long at Plant _____

Current Water Treatment Operator's Certification:

Operator Grade _____ Date Issued _____

Issuing Agency _____

Current Water Distribution Operator's Certification:

Operator Grade _____ Date Issued _____

Issuing Agency _____

Can you operate a backhoe? never tried moderately well proficient

If yes, what type of backhoe _____

If yes, where, when and for whom:

What type of construction or plumbing work have you performed and what equipment have you operated?

Office Employment (if applicable)

Typing _____ words per minute

Computer skills; list programs/software and check level of expertise:

Program/Software	Proficient	Good	Novice

If you need additional space, please continue on a separate sheet of paper and attach to application.

Applicant's Statement

I certify that the 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 that this application is not, and is not intended to be, a contract of employment. I consent to undergo a physical exam, which may include drug testing, as may be necessary prior to any employment decision.

I understand that applicants may be required to answer questions regarding criminal convictions and may be subject to a criminal background check, after it is determined that they meet the minimum qualifications of the position as determined by Human Resources.

I understand that false or misleading information given in my application or the interview(s) may result in disqualification for consideration employment or termination, if employed. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature of Applicant

Date

For Personnel Department Use Only	
Schedule Interview	<input type="checkbox"/> yes <input type="checkbox"/> no
Remarks _____	

