

# 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):

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

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**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:

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|------------------------------|
| <b>Employment Experience</b> |
|------------------------------|

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:        |
|                     |                |    |                |
| Supervisor:         |                |    |                |
| Reason for Leaving: |                |    |                |
|                     |                |    |                |
| Employer:           | Dates employed |    | Work Performed |
| Phone:              | From           | To | Job Title:     |
| Address:            |                |    | Duties:        |
|                     |                |    |                |
| Supervisor:         |                |    |                |
| Reason for Leaving: |                |    |                |
|                     |                |    |                |
| Employer:           | Dates employed |    | Work Performed |
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| Address:            |                |    | Duties:        |
|                     |                |    |                |
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|                     |                |    |                |
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|                     |                |    |                |
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|                     |                |    |                |
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| Phone:              | From           | To | Job Title:     |
| Address:            |                |    | Duties:        |
|                     |                |    |                |
| Supervisor:         |                |    |                |
| 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:

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Water Works Education:

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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:

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

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**Office Employment (if applicable)**

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 _____                     |  |
| _____                             |  |
| _____                             |  |