

APPLICATION FOR EMPLOYMENT

Tri-County Water Conservancy District (Employer) is an Equal Opportunity Employer. Employer does not unlawfully discriminate on the basis of race, sex, national origin, ancestry, religion, creed, age, physical or mental disability, or veteran status.

PROVIDE ALL, BUT ONLY, THE INFORMATION REQUESTED OR YOU MAY BE DISQUALIFIED.

I. Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____

Social Security #: _____ Telephone #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Are you under 18 years of age? Yes ___ No ___

Are you lawfully authorized to work in the United States? Yes ___ No ___

If you are related to any of our employees, please state the name of the employee and the employee's position with Employer, if known:

For what position(s) are you applying? _____

On what date will you be available for work? _____

What will you work? Full Time ___ Part Time ___ Temporary ___ (dates available ___/___ to ___/___)

List days of week and hours of day you can't work: _____

Wage desired: _____

Do you have any commitments that will necessitate your absence from work during regular work hours for more than a day within the next six months? Yes ___ No ___

If 'Yes,' explain:

II. Job Requirements

I meet all required educational, experience and certification/license qualifications of the job. Yes ___ No ___

If 'No' what qualifications do you lack? _____

I have reviewed the essential job functions and state that I can perform these functions with or without reasonable accommodation. Yes ___ No ___

I will work overtime (over 40 hrs/week) if required. Yes ___ No ___

I will accept out-of-town assignments if required. Yes ___ No ___

III. Employment History

(List chronologically every employer during the past 10 years beginning with most current. Add sheet if needed.)

Date (MO/YR) (From - To)	Name/Address/Phone of Employer	Last Position	Reason for Leaving

Explain any gaps in your work history.

Have you ever been fired from a job or quit under threat of being fired? Yes ____ No ____

If Yes, when? _____

Who was the employer?

What reason did the employer give you for your dismissal or forced resignation?

Please describe any problems in your current job about which you have been warned or disciplined during the past 12 months:

Who should we contact to confirm current employment data? _____

Name / Title / Telephone #:

Can we talk to your current employer now, or only if you are hired? Now ____ Only if hired ____

Have you ever been employed by the Employer before? Yes ____ No ____

If 'Yes' please state the positions held, period of employment and reason for leaving:

IV. Education

School	Name and Location	Graduated? Y/N	Major Subjects
High School			
College			
Technical or Graduate School			

What special training or skills do you have for this job position?

V. Criminal Record

Have you been convicted (includes guilty or no contest plea) of a crime or by court martial? (Do not include crimes for which public records are sealed or have been expunged.) Yes ____ No ____

If 'Yes,' identify nature of the offense, county and state where convicted, date of conviction, and sentence or fine imposed:

If you are presently charged with committing a criminal offense, identify nature of offense, county and state where charges are pending, and status of the charges:

VI. Illegal Drugs

Within the past 60 days, have you used marijuana, cocaine, any narcotics, amphetamines, barbiturates, or other controlled substances that were not taken as prescribed to you by a physician? Yes ____ No ____

VII. Professional References (not relatives)

Name	Address/Phone	Relationship/Years Acquainted

PLEASE READ THE FOLLOWING PARAGRAPH BEFORE SIGNING THIS APPLICATION

I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation of information by statement or omission will result in disqualification or, if already hired, dismissal from employment, no matter when the misrepresentation is discovered.

Applicant's Signature: _____ Date: _____