



# Application for Employment

6230 Sylvan Road \* PO Box 286 \* Citrus Heights, California \* 95611-0286  
 (916) 725-6873 telephone (916) 725-0345 fax www.chwd.org website

*Applicants will be considered for and treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.*

**Applicant:** Please print or type all required information. Applications which are incomplete or prepared by others may be eliminated from consideration.

<b>Position</b>	Position or type of work applied for: _____	Date: _____
	How did you learn about us ?	
	Advertisement <input type="checkbox"/>	Employment Agency <input type="checkbox"/>
	Friend / Relative <input type="checkbox"/>	Walk-in <input type="checkbox"/>
	Other <input type="checkbox"/>	

<b>Personal Information</b>	_____			
	First	Middle	Last	
	Street Address	City	State	Zip
	Mailing Address ( if different )	City	State	Zip
	Telephone Number(s)	Day	Evening	Message

<b>Miscellaneous</b>		<b>Yes</b>	<b>No</b>
	● If you are under 18 years of age, can you provide required proof of your eligibility to work ?	<input type="checkbox"/>	<input type="checkbox"/>
	● Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status ?	<input type="checkbox"/>	<input type="checkbox"/>
	● Have you been convicted of a felony within the last 7 years ?	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Conviction will not necessarily disqualify an applicant from employment</i>		
	If yes, please explain: _____		
	_____		
	_____		
● Are you currently employed ?	<input type="checkbox"/>	<input type="checkbox"/>	
● May we contact your current employer ?	<input type="checkbox"/>	<input type="checkbox"/>	
● Are you currently on "lay-off" status and subject to recall ?	<input type="checkbox"/>	<input type="checkbox"/>	
● Available to work ?	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Shift Work <input type="checkbox"/>
	Weekends <input type="checkbox"/>	Temporary <input type="checkbox"/>	

*Thank you for completing this application and for your interest in employment with us. We would like to assure you that your opportunity for employment with the District will be based only on your merit.*

**The Citrus Heights Water District is an Equal Opportunity Employer**

## Employment History

Please list your job history for **the past 5 years**, starting with your present or most recent employment. Include military service assignments and volunteer activities which relate to the job for which you are applying. You may exclude organizations which indicate race, color, religion, gender, national origin, mental or physical disability or other protected status. If you need additional space, please continue on a separate sheet of paper.

Dates Employed		Work Performed
From: _____	Employer _____	
To: _____	Address _____	
Hourly Rate/Salary	Telephone(s) _____	
Starting: _____	Job Title or Position Held _____	
Final: _____	Supervisor / Title _____	
Dates Employed	Work Performed	
From: _____	Employer _____	
To: _____	Address _____	
Hourly Rate/Salary	Telephone(s) _____	
Starting: _____	Job Title or Position Held _____	
Final: _____	Supervisor / Title _____	
Dates Employed	Work Performed	
From: _____	Employer _____	
To: _____	Address _____	
Hourly Rate/Salary	Telephone(s) _____	
Starting: _____	Job Title or Position Held _____	
Final: _____	Supervisor / Title _____	
Dates Employed	Work Performed	
From: _____	Employer _____	
To: _____	Address _____	
Hourly Rate/Salary	Telephone(s) _____	
Starting: _____	Job Title or Position Held _____	
Final: _____	Supervisor / Title _____	

## Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.


Education & Professional Training		High School				Undergraduate College/University *				Graduate / Professional *			
	School Name, Location and Telephone Number												
	Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
	Diploma, Degree or Certificate Received												
	Describe Course of Study												
	Describe any specialized training, apprenticeship and extracurricular activities												
	Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application													

\* Education beyond the requirement on the job description or not related to the job for which you are applying need not be listed

Certifications & Licences	Type of License or Certification	Issuing State or Organization	Number	Expiration Date

Miscellaneous Information	Indicate any languages, other than English, that you can speak, read and/or write			
		Fluent	Good	Fair
	Speak			
	Read			
	Write			
List professional, trade, business or civic activities and offices held				

Please list three people who are **not** related to you and who know your qualifications and fitness for the type of job for which you are applying. Do **not** list supervisors you listed under employment history.

References	Name	Address	Telephone	
	Occupation		Years known	
Occupation		Years known		
Occupation		Years known		

### PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information contained in this application is correct to the best of my knowledge and understand that any falsification, misrepresentation, or omission on this application is grounds for refusal to hire, or if hired, dismissal. I authorize any of the persons or organizations referenced in this application to give the District any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties and the District from all liability for any damage that may result from furnishing such information. I authorize the District to request and receive such information.

I agree to comply with the District rules, regulations, policies and procedures and acknowledge that these may be changed, interpreted, withdrawn or supplemented at any time, without prior notice to me.

I understand that no representative of the District other than the General Manager, or designee, has any authority to enter into any agreement for employment, either prior to commencement of employment or after I have become employed, for any specified period of time, or to assure any other wage/salary or benefit, or terms and conditions of employment.

I agree to have a physical examination, screening/testing and a background investigation, as required for my position. Citrus Heights Water District is a drug-free environment and all prospective employees will be required to submit to a drug screening test as part of our pre-placement application process. I understand that one of the conditions of employment will be based upon my ability to perform physical functions of my position as described in the job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Signature required for consideration of employment*

### For Personnel Department Only

Date Received: \_\_\_\_\_

YES NO

Position Open

Position Considered For: \_\_\_\_\_

NT Letter sent

Date: \_\_\_\_\_

Arrange Interview

Date: \_\_\_\_\_

Offer Letter Sent

Date: \_\_\_\_\_

Passed DS Test

Date: \_\_\_\_\_

Employed

Supervisor: \_\_\_\_\_

Hourly/Salary Rate: \_\_\_\_\_

Start Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_