



Application for Employment

Crescenta Valley Water District

We consider applicants for all positions without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How did you learn about us?	
☐ Advertisement	☐ Friend
☐ Employment Agency	☐ Relative
☐ Walk-In	
☐ Other _____	

Last Name	First Name	Middle Name
Address	Number	Street
City		State
Zip		
Telephone Number(s)	Day	Email

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Do you have a valid drivers license? ☐ Yes ☐ No
If yes, give State _____

Have you ever filed an application with us before? ☐ Yes ☐ No
If yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No
If yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

Salary desired: \$ _____

Can you submit verification of your right to work in the U.S. after an offer of employment? ☐ Yes ☐ No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you currently available to work: ☐ Full Time ☐ Part Time ☐ Temporary

Can you travel if a job requires it? ☐ Yes ☐ No

- WE ARE AN EQUAL OPPORTUNITY EMPLOYER -

Education

	High School				Undergraduate College/University*				Graduate/ Professional*			
School Name, Location and Phone Number												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Describe Course of Study												
Describe any specialized training, apprenticeship, skills and extra curricular 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 requirements on the job description or not related to the job for which you are applying need not be listed.

Indicate any languages, other than English, that you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List any professional licenses and/or certifications. Please indicate license/certification number (if applicable).

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities which relate to the job for which you are applying.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)				
	Job Title	Supervisor			
2.	Reason for Leaving				
	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)				
3.	Job Title	Supervisor			
	Reason for Leaving				
	Employer		Dates Employed		Work Performed
			From	To	
	Address				
Telephone Number(s)					
4.	Job Title	Supervisor			
	Reason for Leaving				
	Employer		Dates Employed		Work Performed
			From	To	
	Address				
Telephone Number(s)					
Job Title		Supervisor			
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

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

References

Give name, address and telephone number of three business references who are not related to you.

	Name	Address	Telephone Number
1.			
2.			
3.			

Applicant's Statement

I certify that answers given in the application 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.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of CVWD.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted (following satisfaction that minimum job requirements have been met) by internal personnel employed by CVWD, I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

☐ I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: _____ Date: _____

NOTES: _____