



North Marin Water District

999 Rush Creek Place/P.O. Box 146

Novato, CA 94948

Phone: (415) 897-4133 • FAX (415) 892-8043

Application for Employment

We consider applicants for all positions without regard to race, religion, gender, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. You may exclude information that indicates race, religion, gender, national origin, age, handicap or other protected status.

Please type or print using blue or black ink. Read and answer each section carefully and completely. Applications that are incomplete or difficult to read will not be considered.

Position(s) applied for	Date of application:
How did you learn about us?	
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
<input type="checkbox"/> Advertisement (please specify): _____	
<input type="checkbox"/> Other: _____	

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
	Zip Code	
Telephone Number(s)	Social Security Number	

Are you over 18 years of age? Yes No
(If no, proof of your eligibility to work will be required upon employment.)

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

Have you ever been employed with us before? Yes No

Do you have any relatives employed by North Marin Water District? Yes No

Are you currently employed? Yes No

Do you currently possess a valid California Driver's License? If Yes, License # _____ Class _____ Expiration Date: _____ Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain: _____

Education

	High School				Undergraduate College/University				Graduate/ Professional			
School name and location												
Circle highest grade completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe course of study												
Describe any specialized training, apprenticeship, skills, licenses and extra-curricular activities												
Describe any honors you have received												
State any additional information pertaining to your education you feel may be helpful to us in considering your application												

<p>List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal race, religion, gender, national origin, age, handicap or other protected status:</p>

Have you ever had any job-related training in the United States military? Yes No

If Yes, please describe: _____

Special Skills and Qualifications

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

Typing WPM: _____ Computer Software/Hardware: _____

Other: _____

References

Give name and telephone number of three references. <u>Do not</u> include relatives or previous employers.	
<u>Name</u>	<u>Daytime Phone Number</u>
1.	
2.	
3.	

Employment Experience

List all work experience for the past 10 years beginning with the most recent. Include any job-related military service assignments and volunteer activities if they are relevant to this position. **Do not write "see resume" as a response to any application question.**

1. Employer	Dates Employed		Hourly Rate/Salary	
	From	To	Starting	Final
Address				
Telephone Number(s)		Job Title		Supervisor
Reason for Leaving		May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Work Performed:				

2. Employer	Dates Employed		Hourly Rate/Salary	
	From	To	Starting	Final
Address				
Telephone Number(s)		Job Title		Supervisor
Reason for Leaving		May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Work Performed:				

3. Employer	Dates Employed		Hourly Rate/Salary	
	From	To	Starting	Final
Address				
Telephone Number(s)		Job Title		Supervisor
Reason for Leaving		May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Work Performed:				

4. Employer	Dates Employed		Hourly Rate/Salary	
	From	To	Starting	Final
Address				
Telephone Number(s)		Job Title		Supervisor
Reason for Leaving		May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Work Performed:				

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

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge and that any misrepresentation is grounds for dismissal from the employ of North Marin Water District (the "District"), or rejection of my application for employment.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize my former employers and any other persons or organizations to provide any accurate information they have about my background, including a criminal record search and a consumer credit report, and I release all concerned from any liability in connection therewith.

I hereby understand that, as a prospective employee, I may be subject to a pre-employment medical examination that will include a substance abuse screen. I understand that any offer of employment is considered conditional pending my passing a physical examination, at District expense, prior to the time of actual employment.

This application for employment shall be considered active for a period of time not to exceed 90 days. I understand that if I wish to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, in the event I am hired by the District, then (unless otherwise defined by applicable law and/or any memorandum of understanding that may govern my employment), any employment relationship with the District is "at will," which means that I may resign at any time and the District may discharge me at any time with or without cause, and with or without advance notice. It is further understood that this "at will" employment relationship may not be changed by any agreement or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the District.

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 if hired, I am required to abide by all rules and regulations of the North Marin Water District.

Signature of Applicant

Date