



**CITRUS
HEIGHTS
WATER
DISTRICT**

Application for Employment

6230 Sylvan Road *
(916) 725-6873 telephone

PO Box 286 *
jobs@chwd.org e-mail

Citrus Heights, California * 95611-0286
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.

Position	Position or type of work applied for: _____	Date: _____

Personal Information	_____			
	First	Middle	Last	

	Street Address	City	State	Zip

Mailing Address (if different)	City	State	Zip	

Telephone Number(s)	Day	Message	E-Mail Address	

Miscellaneous		Yes	No
	• Are you at least 18 years old? (if under 18, hire is subject to verification that you are of minimum legal age.)	<input type="checkbox"/>	<input type="checkbox"/>
	• Do you have any relatives either working for Citrus Heights Water District or are a member of the District's Board of Directors? If yes, state name(s) and Relationships:	<input type="checkbox"/>	<input type="checkbox"/>
	Name: _____ Relationship _____		
	Name: _____ Relationship _____		
	<i>(Note: We may refuse to hire relatives of present employees or members of our Board of Directors, if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflict of interest.)</i>		
• Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? If no, please describe the functions that cannot be performed.	<input type="checkbox"/>	<input type="checkbox"/>	

<i>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility tests.)</i>			
• Are you currently employed ?	<input type="checkbox"/>	<input type="checkbox"/>	
• If so, may we contact your current employer ?	<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"/>

The Citrus Heights Water District is an Equal Opportunity Employer

Employment History

Please list your job history for at least 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.

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Special Skill 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 hereby certify that I have not knowingly withheld any required information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize Citrus Heights Water District to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further authorize the references I have listed to disclose to the District any and all letters, reports and other information related to my records, without giving me prior notice of such disclosure. In addition, I hereby release the District, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between my and the District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's General Manager.

Initials

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.

Initials

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.

Initials

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.

Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Initials

Signature

Date

Signature required for consideration of employment

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.