



Application  
for Employment  
Coachella Valley Water District

Today's Date \_\_\_\_\_ 20 \_\_\_\_

Coachella Valley Water District policy prohibits discrimination on the basis of age, race, color, religion, sex, national origin, citizenship or disability in accordance with applicable state and federal laws

Please print clearly and complete all information requested

POSITIONS APPLYING FOR:

\_\_\_\_\_   
 First Choice

\_\_\_\_\_   
 Second Choice

NAME AND ADDRESS

Name

\_\_\_\_\_   
 Last First Middle

Current Address

\_\_\_\_\_   
 Number Street apt

\_\_\_\_\_   
 City State Zip Code

Home Telephone Number ( ) \_\_\_\_\_

Area Code Number

Work (or Message) Telephone Number ( ) \_\_\_\_\_

Area Code Number

Driver's License Number \_\_\_\_\_

State Number

Class \_\_\_\_\_

Vehicle Accidents within last five years Yes  No

Vehicle Citations within last five years Yes  No

Explain \_\_\_\_\_   
 \_\_\_\_\_

Can you verify your legal right to work in the United States?

Yes  No

"Have you been convicted of any crimes except minor marijuana convictions over two years old that are exempted under Labor Code 432.8?" Yes  No

If yes, explain \_\_\_\_\_   
 (A conviction will not necessarily disqualify you for the job)

Are you available for shift work if required by the position? Yes  No

Are you willing to work overtime as required? Yes  No

Have you worked for CVWD before? Yes  No

Date \_\_\_\_\_ Position \_\_\_\_\_

Date available for work \_\_\_\_\_

List friends working for us: \_\_\_\_\_   
 \_\_\_\_\_

List relatives working for us and what relation? \_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_

**WORK HISTORY: Beginning with your most recent position account for all of your time for the past 10 years**

1. Company	From		To		Immediate Supervisor
	Month	Year	Month	Year	
Job Title					Phone
Business Address (Street, City, Zip)					Earnings at Hire & Termination
Reason for leaving					
Description of Duties					

2. Company	From		To		Immediate Supervisor
	Month	Year	Month	Year	
Job Title					Phone
Business Address (Street, City, Zip)					Earnings at Hire & Termination
Reason for leaving					
Description of Duties					

3. Company	From		To		Immediate Supervisor
	Month	Year	Month	Year	
Job Title					Phone
Business Address (Street, City, Zip)					Earnings at Hire & Termination
Reason for leaving					
Description of Duties					

4. Company	From		To		Immediate Supervisor
	Month	Year	Month	Year	
Job Title					Phone
Business Address (Street, City, Zip)					Earnings at Hire & Termination
Reason for leaving					
Description of Duties					

5. Company	From		To		Immediate Supervisor
	Month	Year	Month	Year	
Job Title					Phone
Business Address (Street, City, Zip)					Earnings at Hire & Termination
Reason for leaving					
Description of Duties					

6. Company	From		To		Immediate Supervisor
	Month	Year	Month	Year	
Job Title					Phone
Business Address (Street, City, Zip)					Earnings at Hire & Termination
Reason for leaving					
Description of Duties					

**EDUCATION/SKILLS**

	Name of School	City & State	Major or Type of Course	Circle Last Year Comp.	Degree
High School				9 10 11 12	
College or University				1 2 3 4	
Trade School / Additional Schooling _____					

List below any other experience you feel would be helpful in considering your application

**OTHER**

List below any other professional licenses, certifications or registrations (list states and registration numbers), training, professional organizations or experience.

\_\_\_\_\_

\_\_\_\_\_

**BUSINESS MACHINES**

Check the machines you can operate (indicate speed where requested)

Typewriter WPM\_\_\_\_\_  WordProcessor WPM\_\_\_\_\_  Multi line phones

Calculator  Computer  Shorthand WPM\_\_\_\_\_

List computer programs \_\_\_\_\_

**CONSTRUCTION EQUIPMENT/MACHINES OPERATED**

List below the types of construction equipment and machines you have used

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OPERATOR CERTIFICATION****WASTEWATER/COLLECTION SYSTEMS****WATER**StateGrade / levelStateGrade / level

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All applicants please read the following and address any questions to the personnel representative before signing below.

I authorize Coachella Valley Water District to make such investigations and inquires of my employment or other related matters as may be necessary in arriving at an employment decision. I certify that the information given hereon is true. I understand that falsification of this record is cause for immediate dismissal. It is also understood that upon hire, I will be required to furnish additional information as requested by the District. I understand that employment is contingent on passing a drug screen examination. I understand that after an offer of employment I may be required to pass a mental and / or physical examination to determine my ability to perform the essential functions of the job.

I understand and agree that my employment is at-will and that I may terminate my job at any time for any reason. I also understand that the District may terminate my job at any time with or without notice and with or without cause. My at-will status may only be changed in a written document signed by the general manager.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date