

# APPLICATION FOR EMPLOYMENT

## BIGHORN-DESERT VIEW WATER AGENCY

622 S. JEMEZ TRAIL, YUCCA VALLEY, CA 92284

We consider applicants for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital, or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For

Date of Application

How Did You Learn About Us?

Advertisement

Friend

Walk-In

Employment Agency

Relative

Other \_\_\_\_\_

Last Name

First Name

Middle Name

Address

Number

Street

City

State

Zip Code

Telephone Number(s)

Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes  No

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 present employer?

Yes  No

Can you, after employment, submit verification of your legal right to work in the United States?

Yes  No

(Proof of such right will be required upon employment).

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?

Yes  No

Can you travel if a job requires it?

Yes  No

Have you ever been convicted of a crime?

Yes  No

Note: A conviction record is not an automatic disqualification for employment.

If yes, briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case: \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# EDUCATION

|  | Elementary School |   |   |   |   | High School |    |    |    | Undergraduate College/University |   |   |   | Graduate/Professional |   |   |   |
|--|-------------------|---|---|---|---|-------------|----|----|----|----------------------------------|---|---|---|-----------------------|---|---|---|
| School Name and Location   |                   |   |   |   |   |             |    |    |    |                                  |   |   |   |                       |   |   |   |
| Years Completed  | 4                 | 5 | 6 | 7 | 8 | 9           | 10 | 11 | 12 | 1                                | 2 | 3 | 4 | 1                     | 2 | 3 | 4 |
| Diploma/Degree   |                   |   |   |   |   |             |    |    |    |                                  |   |   |   |                       |   |   |   |
| 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 |                   |   |   |   |   |             |    |    |    |                                  |   |   |   |                       |   |   |   |

Indicate any foreign languages you can speak, read and/or write. If your primary language is other than English, please indicate make a note as that is relevant to the job for which you are applying.

|       | FLUENT | GOOD | FAIR |
|-------|--------|------|------|
| SPEAK |        |      |      |
| READ  |        |      |      |
| WRITE |        |      |      |

List professional, trade, business or civic activities and offices held.

*You may exclude memberships which would reveal sex, sexual orientation and gender identity, race, religion, origin, age, ancestry, or disability, or other legally-protected status:*

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**REFERENCES (Please provide three letters of reference from someone other than a relative.)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?

Yes  No

If Yes, please describe \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

Yes  No

The Agency provides reasonable accommodations as required by law to qualified individuals with a disability. If you require assistance in the application process, please let the General Manager know.

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, sex, gender identity, sexual orientation, national origin, disability or other legally-protected status.

|                     |            |                    |       |                |
|---------------------|------------|--------------------|-------|----------------|
| Employer            |            | Dates Employed     |       | Work Performed |
|                     |            | From               | To    |                |
| Address             |            |                    |       |                |
| Telephone Number(s) |            | Hourly Rate/Salary |       |                |
|                     |            | Starting           | Final |                |
| Job Title           | Supervisor |                    |       |                |
| Reason for Leaving  |            |                    |       |                |
| Employer            |            | Dates Employed     |       | Work Performed |
|                     |            | From               | To    |                |
| Address             |            |                    |       |                |
| Telephone Number(s) |            | Hourly Rate/Salary |       |                |
|                     |            | Starting           | Final |                |
| Job Title           | Supervisor |                    |       |                |
| Reason for Leaving  |            |                    |       |                |
| Employer            |            | Dates Employed     |       | Work Performed |
|                     |            | From               | To    |                |
| Address             |            |                    |       |                |
| Telephone Number(s) |            | Hourly Rate/Salary |       |                |
|                     |            | Starting           | Final |                |
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| Employer            |            | Dates Employed     |       | Work Performed |
|                     |            | From               | To    |                |
| Address             |            |                    |       |                |
| Telephone Number(s) |            | Hourly Rate/Salary |       |                |
|                     |            | Starting           | Final |                |
| Job Title           | Supervisor |                    |       |                |
| Reason for Leaving  |            |                    |       |                |

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

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

### **Special Skills and Qualifications**

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# APPLICANT'S STATEMENT

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I hereby authorize Bighorn-Desert View Water Agency to investigate any and all information contained in this application and do hereby authorize any and all individuals and/or entities whom Bighorn-Desert View Water Agency may contact in order to verify such information to release information pertaining to my work record, work habits, work performance, credit history, criminal history, driving record and/or other information related to my general suitability for employment by Bighorn-Desert View Water Agency. I hereby acknowledge that the above-described information may be obtained through a "consumer reporting agency" and authorize Bighorn-Desert View Water Agency to receive the above-described information, as well as "consumer reports" and/or "investigative consumer reports" for the purpose of determining my suitability for employment.

I do hereby promise and agree to hold harmless and to discharge from any and all liability any and all persons and/or entities who provide information pertaining to my work record, work habits, work performance, credit history, criminal history, driving record and/or other information related to my general suitability for employment by Bighorn-Desert View Water Agency from any and all manner of actions, claims and demands whatsoever, known or unknown, which I ever had, now have, may have or claim to have against the person who or entity which provided such information to Bighorn-Desert View Water Agency, its attorneys, agents or employees in connection with my application for employment.

An applicant wishing to be considered for employment, should inquire as to whether or not there are any current employment opportunities available at the time the application is submitted. All applications will be retained by the Agency and considered active for a period not to exceed 45 days.

I hereby understand and acknowledge that, any employment relationship with this Agency shall be in accordance with the current Resolution establishing personnel rules for the Agency, and in compliance with applicable law.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview       Yes       No

Remarks \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER

\_\_\_\_\_  
DATE

Employed       Yes       No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_