



Yorba Linda Water District  
 913 South Richfield Road  
 Placentia, CA 92870  
 www.ylwd.com

**EMPLOYMENT APPLICATION**

**Applying For The Position Of:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Personal**

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

\_\_\_\_\_  
 Street City State ZIP

\_\_\_\_\_  
 Cell Phone Home Phone Email Address

\_\_\_\_\_  
 D.L. Number Class Expiration

Is there any reason known to you why you could not reasonably and consistently perform the job duties as outlined?  
 Yes  No If yes, please explain on a separate sheet how might we reasonably accommodate you.

**Employment Information**

Some jobs require weekend, standby, call back and/or overtime work. Are you available for work on:

Weekends?  Yes  No Standby?  Yes  No Call Back?  Yes  No Overtime?  Yes  No

If hired, on what date can you start work? \_\_\_\_\_ Salary Desired \$ \_\_\_\_\_ per \_\_\_\_\_

Are you on lay-off and subject to recall?  Yes  No If yes, please explain on a separate sheet.

May we contact your current employer?  Yes  No

List any job related organizations in which you hold membership: \_\_\_\_\_

**Education And Training**

List Name and Complete Address of Schools Attended		Major	Did you graduate or receive GED?	Degrees, Diploma, Certificate, or # of units completed.
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Community College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational/Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you have any other experience, qualifications, skills, certifications, or licenses that you feel make you especially suited for the position for which you are applying?  Yes  No If yes, please explain. If more space is required, please attach additional sheets.

## Employment History

Beginning with the most recent, list all jobs and periods of unemployment for the past 10 years. All sections must be filled in even if a resume is attached. Failure to truthfully account for all time periods and jobs is grounds for rejection or termination. Attach additional sheets if more space is required.

<p>Employer Name _____</p> <p>From: _____ To: _____</p> <p>Number &amp; Street _____</p> <p>City, State ZIP _____</p> <p>Supervisor's Name and Title _____</p> <p>Phone _____</p>	<p>Title of Position _____</p> <p>Duties: _____</p> <p>_____</p> <p>_____</p> <p>Reason For Leaving: _____</p> <p>_____</p> <p>Salary: _____ May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p>Employer Name _____</p> <p>From: _____ To: _____</p> <p>Number &amp; Street _____</p> <p>City, State ZIP _____</p> <p>Supervisor's Name and Title _____</p> <p>Phone _____</p>	<p>Title of Position _____</p> <p>Duties: _____</p> <p>_____</p> <p>_____</p> <p>Reason For Leaving: _____</p> <p>_____</p> <p>Salary: _____ May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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**References**

List three individuals not related to you who have knowledge of your work capability.

	Name	Address	Phone
1			

	Name	Address	Phone
2			

	Name	Address	Phone
3			

**Military / Volunteer Service**

Have you obtained any special knowledge, skills, or abilities that relate to the job for which you are applying as the result of service in the military and/or volunteer service?  Yes  No

If yes, describe and list dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Convictions**

Have you received any vehicle citations for moving violations within the last five years?  Yes  No

If yes, please explain fully on the lines below. Attach a separate sheet if this space is not adequate. (A yes answer to this question is not an automatic bar to employment. Each case is considered individually for positions requiring a valid California Driver's License.)

Have you ever been convicted of a felony or misdemeanor or been on parole or probation?  Yes  No

If yes, please explain fully on the lines below. Attach a separate sheet if this space is not adequate (A yes answer to this question is not an automatic bar to employment. Each case is considered individually. Exclude convictions for marijuana-related offenses more than two years old.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Relatives**

Do you have any immediate relatives working for the District?  Yes  No If yes, provide name and relationship: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Applicant Statement & Agreement

I hereby give Yorba Linda Water District (YLWD) the right to conduct an investigation of my background that may include, but may not be limited to, inquiry into my past employment, education, driving record, criminal activity, and credit. I certify that I have not knowingly withheld any 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 understand that any offer of employment I may receive will be contingent upon my passing a pre-employment physical examination and screening for the presence of alcohol and/or controlled substances in my system, performed by a doctor selected by YLWD. I further understand and consent to the disclosure of the results of physical examinations and related tests to authorized District personnel.

I understand that, if hired, I will be required to provide proof of identity and eligibility for employment in the United States of America, as required by the Immigration Reform and Control Act (IRCA) of 1986 and as amended by the Immigration Act of 1990. I understand that, if hired, a printout of my Department of Motor Vehicles record will be required five (5) calendar days prior to my start date. I further understand that I may be required to be fingerprinted as a condition of employment.

I authorize investigation of all statements contained in this Employment Application and hereby release YLWD, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in anyway related to such investigation or disclosure.

Additionally, I authorize the persons named as references within this Employment Application to provide YLWD with any pertinent information they may have regarding me.

I understand that nothing contained in the application, posting, job description, in any printed materials provided to me during the employment process, or conveyed during any interview(s), which may be granted, is intended to create an employment contract between me and the YLWD. In addition, I understand and agree that, if I am employed as a regular, non at-will employee, my employment is subject to a probationary period of twelve (12) months during which time I may be terminated at any time without cause or notice.

I understand that this application will remain active for no more than six (6) months. I further understand that my signature below indicates that I have read, understand, and agree to be bound by the above statements and agreements.

I hereby acknowledge that I have read the foregoing statements and agreements and agree to be bound by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Yorba Linda Water District is an Equal Opportunity Employer. Employment decisions will comply with all applicable federal laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Immigration and Nationality Act, and any applicable state laws.