



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

APPLICATION FOR EMPLOYMENT

Rancho Murieta Community Services District is an at will employer. Either the District or the employee can terminate the relationship at any time without cause.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT – USE BLUE OR BLACK INK

Position(s) Applied For: _____		Date of Application _____
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address <i>Number</i>	<i>Street</i>	<i>City</i> <i>State</i> <i>Zip Code</i>
Telephone Number(s) _____		_____
Best time to contact you at home is: _____:_____ a.m./p.m.		
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 the District before?	YES	NO
If YES, please give date: _____		
Do any of your friends or relatives work here?	YES	NO
Who: _____		
Are you currently employed?	YES	NO
May we contact your present employer?	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.		
Date available for work: ____/____/____	What is your desired salary range? _____	
Are you available to work:		
Full Time	(please indicate 1 2 3 shift)	
Part Time	(please indicate Mornings Afternoons Evenings)	
Temporary	(please indicate dates available ____/____/____ to ____/____/____)	
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 discharged for cause from any employment or resigned in lieu of discharge?	YES	NO
Do you have a valid driver's license?	YES	NO
Do you have any restrictions on your license?	YES	NO
Has your license ever been suspended or revoked?	YES	NO
Have you been cited for a traffic violation of any kind within the last FIVE years?	YES	NO
Have you reviewed the Job description for this position	YES	NO

EDUCATION AND TRAINING

HIGH SCHOOL ATTENDED	ADDRESS	DID YOU GRADUATE?

If NO, do you have a GED? YES NO

COLLEGE/UNIVERSITY NAME/ADDRESS	COURSE OF STUDY	UNITS EARNED	DEGREE AWARDED

Describe any specialized training, apprenticeship, skills and extra-curricular activities.
_____ _____ _____ _____ _____

Describe any job-related training received in the United States military.
_____ _____ _____ _____ _____

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last ten years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer

Telephone Number

Your Position Title

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment: _____
From To

Describe Duties: _____

Reason for Leaving: _____

May we contact this employer for a reference? YES NO

Name of Employer

Telephone Number

Your Position Title

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment: _____
From To

Describe Duties: _____

Reason for Leaving: _____

May we contact this employer for a reference? YES NO

Name of Employer

Telephone Number

Your Position Title

Your Supervisor's Name

Address & Street

City State Zip

Dates of Employment: _____
From To

Describe Duties: _____

Reason for Leaving: _____

May we contact this employer for a reference? YES NO

Name of Employer

Telephone Number

Your Position Title

Your Supervisor's Name

Address & Street

City State Zip

Dates of Employment: _____
From To

Describe Duties: _____

Reason for Leaving: _____

May we contact this employer for a reference? YES NO

List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

Specialized Skills (check skills/equipment operated).

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
<input type="checkbox"/> WPM	<input type="checkbox"/> WPM	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. YES NO

References

1. _____
Name Phone Number

Address

2. _____
Name Phone Number

Address

3. _____
Name Phone Number

Address

Applicant's Statement

I certify that the answers given herein are true and complete. It is the goal of the District to provide a safe and productive work environment.

All applicants for employment including those for temporary positions shall be scheduled for drug/alcohol testing as part of the pre-employment medical evaluation. The final job offer will be contingent upon successful completion of the medical evaluation.

In addition, all applicants including those for temporary positions shall complete a fingerprint identification card and personal description shall be forwarded to the Bureau of Criminal Identification Investigations, State Department of Justice for a background check of the applicant's criminal history.

No person shall be employed by the District who has been convicted of a serious or violent felony. Serious or violent felony as used in this paragraph means serious felony as listed in Penal Code Section 1192.7 ©. Violent felony as used in this paragraph means a violent felony as listed in Penal Code Section 667.5.

All persons employed by the District shall also be in possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position applied for. Continued maintenance of a valid driver's license and compliance with established District vehicle operation standards are a condition of employment.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable laws, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document 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 I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview YES NO

Remarks: _____

Employed YES NO Date of Employment _____

Job Title _____ Hourly Rate _____ Department _____

By _____
Name and Title

Date