

Application for Employment



Beaumont - Cherry Valley Water District

We consider applicants for all positions 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.

Position Applying For	Date of Application	Salary Desired

Are you available to work Full Time Part Time Temporary

On what date would you be available for work? _____

How did you learn about us?

Advertisement Friend Walk-In
 Employment Agency Relative Other _____

Personal Information

First Name	Last Name	Middle Name
Address	City	State Zip

Contact Information

Home Phone _____ Mobile _____ Message _____

Email Address _____

Website / Social Media (optional) _____

	Yes	No	NA
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed an application with us before?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with us before?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your present employer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>(Proof of citizenship or immigration status will be required upon employment)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If hired, are you willing to submit to and pass a controlled substance test?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have relatives working for Beaumont-Cherry Valley Water District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Education

	High School				Undergraduate College/University				Graduate/ Professional			
School Name, Location and Phone Number												
Years Completed	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Describe Course of Study												
Describe any specialized training, apprenticeship, skills and extrac urricular 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 requirements on the job description or not related to the job for which you are applying need not be listed.

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

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

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Employment Experience

Start with your present or last job. 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.

1.	Employer	Month / Year		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			

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

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Special Skills and Qualifications

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

Indicate any languages, other than English, that you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

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References

Give name, address and telephone number of three business references who are not related to you.

	Name / Occupation	Address	Telephone Number
1.			
2.			
3.			

Have you ever had any training in the United States military which is related to the job for which you are applying? Yes No

If yes please describe:

Are you able to perform the essential functions of the job for which you are applying, with or without accommodations? Yes No

If accommodations are necessary please describe:

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Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of BCVWD is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen and a pre-employment physical and voluntarily agree to submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid California driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance.

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.

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 BCVWD.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by BCVWD, I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: _____ Date: _____

- WE ARE AN EQUAL OPPORTUNITY EMPLOYER -