



## APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any unlawful basis, including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief or disability that does not prohibit performance of essential job functions.

<b>Position applying for:</b>
<b>How did you learn about the opening:</b>

### I. Personal Information

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>
<b>Address:</b>	<b>City:</b>	<b>State:</b>
<b>Email:</b>	<b>Cell Phone:</b>	<b>Home Phone:</b>

If you have lived at the above address for less than five years, please attach a listing of all addresses for the past five years.

	Yes	No
1. Are you 18 years or older?		
2. Are you authorized to work in the U.S.?		
3. Can you perform the essential functions of the job, with or without reasonable accommodation?		
4. Do you have any activities, commitments, or responsibilities that may prevent you from meeting work attendance requirements? If yes, explain below.		
5. Do you have any relatives who are presently (or have formerly been) employed by Cedar River Water & Sewer District? If yes, explain below.		
6. Are you available to work overtime?		
7. Can you work overtime without prior notice?		
8. Can you work Saturday?		
9. Can you work Sunday?		
10. Can you travel if required for this position?		

<b>Comments:</b>
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**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, green card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

Is there any information we would need to know about your name or use of another name for us to be able to check your work record? Please specify: \_\_\_\_\_

If your application receives favorable consideration, when will you be available to begin work? \_\_\_\_\_

\_\_\_\_\_



## II. Education & Training

High School:	Graduated/Diploma:	Yes	No
Location (City & State):	If No, GED:	Yes	No
College or University:	Graduated/Diploma:	Yes	No
Location (City & State):	Degree:		
Tech Training:	Location:		
Training Institution:	Certificate Earned:		
Special Training:	Location:		
Training Institution:	Certificate Earned:		
Additional Training (if applicable):			
Foreign Languages:			
Computer Software Skills (check all that apply):			
<input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Outlook <input type="checkbox"/> Other:			

If a driver's license or other license, certificate, or registration is required for this position, please complete the following:

Description of License, Certificate, or Registration	License/Certificate #	Issuing Agency	Expiration Date	Status
Regular Driver's License:				
Commercial Driver License (type A, B, C):				
Other (indicate type):				

## III. Employment Record

Previous Employment Instructions: Complete this section in detail. Beginning with your present or most recent employment, list your work experience history. Include any periods of self-employment, unemployment, and any job-related volunteer experience. Use a separate sheet to list additional employers if necessary. **We may contact all of the employers listed on this application unless you specifically exclude them below.**

Company Name:	Position Held:
Address:	Company's Phone:
Supervisor's Name:	Supervisor's Phone:
Dates employed in month/year:	Hours Per Week:
May we contact this employer/supervisor?    Yes    No, please specify reason:	
Duties:	
Reason for Leaving:	



**CEDARRIVER**  
WATER & SEWER DISTRICT

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Phone: (425) 255-6370  
Email: jobs@crwsd.com

<b>Company Name:</b>	<b>Position Held:</b>
<b>Address:</b>	<b>Company's Phone:</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Phone:</b>
<b>Dates employed in month/year:</b>	<b>Hours Per Week:</b>

**May we contact this employer/supervisor?**    Yes    No, please specify reason:

**Duties:**

**Reason for Leaving:**

<b>Company Name:</b>	<b>Position Held:</b>
<b>Address:</b>	<b>Company's Phone:</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Phone:</b>
<b>Dates employed in month/year:</b>	<b>Hours Per Week:</b>

**May we contact this employer/supervisor?**    Yes    No, please specify reason:

**Duties:**

**Reason for Leaving:**

<b>Company Name:</b>	<b>Position Held:</b>
<b>Address:</b>	<b>Company's Phone:</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Phone:</b>
<b>Dates employed in month/year:</b>	<b>Hours Per Week:</b>

**May we contact this employer/supervisor?**    Yes    No, please specify reason:

**Duties:**

**Reason for Leaving:**



**IV. References**

Provide three references (please do not include relatives or former employers):

Name	Phone	Relationship	Years Known

**V. Authorization**

I certify that the facts contained in this application (and resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation of this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the District.

I understand that any employment is conditioned on a background check. I authorize the District to thoroughly investigate all statements contained in my application or resume and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the District, without giving me prior notice of such disclosure. In addition, I release the District, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed terms, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the District. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the District unless made in writing.**

If I am offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the District and as permitted by law. I consent to such examinations and tests, and I request that the examination doctor disclose to the District the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired, a condition of employment will be that I abide by the Districts drug and alcohol policy.

I further understand that filling out this form does not indicate there is a position open and does not obligate the District to hire. If hired, I agree to abide by all District work rules, policies and procedures. The District retains the right to revise its policies or procedures, in whole or in part, at any time.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_