

ACHIEVEMENTS

List any job related professional societies, organizations, or clubs to which you have belonged. You may omit those which indicate race, religious creed, color, national origins, ancestry, sex, or age of its members.

If you are a registered engineer, give certificate number: _____ State obtained: _____

List any publications or awards you have received: _____

PERSONAL

Can you after employment, submit a birth certificate or other proof of identity and legal right to work in the United States?

YES NO

Have you ever been convicted of a felony?

YES NO

If yes, explain fully (a conviction will not necessarily disqualify an applicant from employment): _____

Are you able to perform the essential functions of the job for which you are applying? YES NO

If no, please describe the functions that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Drivers License Number: _____

EMPLOYMENT

List all jobs and activities including military service, schools, part-time employment while in school and self employment for the past 10 years. Please also list significant experience more than 10 years ago. **Begin with the most recent.**

Employer:	From:	To:
Address:	Time in Years:	
Telephone Number:	Base Pay:	Per:
Name & Title of Supervisor:	Reason for Leaving:	
Job Title:		
Description of Duties:		

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Job Title:		
Description of Duties:		

The facts set forth above in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. My signature below authorizes Rincon MWD to conduct a background investigation and authorizes the release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers and references. I also understand that any offer of employment with the Rincon MWD **is contingent upon passing a medical examination, which includes a drug screen** and the ability to present documents establishing the legal right to work in the United States.

REFERENCE CHECK

(For District use only)

Name of Employer: _____ Dates of Employment: _____

Name of Immediate Supervisor: _____

Current Salary: _____

Confidential Employee: YES NO

Reason for Leaving: _____

Eligible for Rehire: YES NO

Comments: _____

Name of Person Interviewed: _____ Job Title: _____

Completed By: _____ Date: _____

PRELIMINARY INTERVIEW

CATEGORY	EXCELLENT (4)	GOOD (3)	AVERAGE (2)	BELOW AVERAGE (1)	INADEQUATE (0)
Training/Experience					
Appearance					
Personality					
Attitude					
Interest in Position					
Ability to Verbalize					
Emotional Stability					
Judgement					
Alertness/Comprehension					
TOTAL RATING					

Additional Comments: _____

Name(s) of Interviewer(s): _____ Date: _____

_____ Date: _____

_____ Date: _____

EMPLOYMENT APPROVAL

Job Classification: _____ Beginning Salary: _____

Start Date: _____ Department: _____

Special Conditions of Employment: _____

Human Resources: _____ Date: _____

Department Head: _____ Date: _____

General Manager: _____ Date: _____