



# VALLECITOS WATER DISTRICT

201 Vallecitos de Oro  
San Marcos, CA 92069

## INSTRUCTIONS TO APPLICANTS FOR EMPLOYMENT

The following instructions have been provided to assist you in completing your employment application, and to provide you with important information on the Vallecitos Water District recruitment policies.

### **IMPORTANT - PLEASE BE SURE TO READ THIS INFORMATION CAREFULLY BEFORE FILLING OUT YOUR APPLICATION**

1. The employment application is one of the most important screening and selection tools used by the District. It is used at all points of the hiring process, and is the applicant's primary method of illustrating his/her qualifications. Applications must be filled out completely and clearly show that the minimum qualifications are met. False statements, as well as failure to disclose requested information, will be cause for disqualification or discharge from employment. Resumes may be attached, but will not be accepted in lieu of a completed District application form. If more space is needed, attach additional sheets. Please print clearly in ink, or type.
2. All statements made on the application are subject to investigation and verification, and applicants may be required to provide documentary evidence of certificates, degrees, training, experience, licenses or educational credits.
3. Completed application materials must be received by the Human Resources office by 4:00 p.m. on the closing date. Postmarks will not be accepted. Faxed applications and photocopies of the application will not be accepted. Applications and related application materials, whether accepted or rejected, will not be returned.
4. Applicants must complete a separate application form for each position for which they are applying. Applications shall only be accepted during a recruitment period for the designated positions, and will not be held for future recruitments.
5. In compliance with the Immigration and Reform & Control Act of 1986, as revised in February 2009, all new employees must verify identity and entitlement to work in the United States by providing required documentation.
6. Candidates chosen for most positions will be required to take and pass a substance abuse test, which will be included during the pre-employment medical examination. A positive test will disqualify an applicant from employment if it indicates abuse of alcohol, use of illegal drugs or improper prescription drug use. Applicants who refuse to submit to a test will also be disqualified from employment. Candidates are cautioned not to quit or give notice to present employers until they qualify on the medical and drug screen examination.

**EQUAL OPPORTUNITY:** Vallecitos Water District does not discriminate on the basis of race, color, religion, sex, gender, sexual identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, sexual orientation, or any other basis protected by law in its employment actions, decisions, policies and practices.



**AN EQUAL OPPORTUNITY EMPLOYER**

We consider applicants for all positions without regard to race, color, religion, sex, gender, sexual identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, sexual orientation, or any other basis protected by law.

<b>Date:</b>	<b>ANSWER <u>ALL</u> QUESTIONS</b>				
Last Name		First Name		Middle Name	
For checking prior records, provide other names under which you have worked.				Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address		City		State/Zip	
Mailing Address (P.O. Box)				Telephone - Include Area Code	
Position Applied For (Give exact job title/job code)			Have you previously applied for a position with the District? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any relatives currently employed by the District? <input type="checkbox"/> Yes <input type="checkbox"/> No			Can you, after employment, submit proof of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>DRIVER'S LICENSE</b>		Have you been convicted of a criminal offense within the last seven years which resulted in your being imprisoned or placed on probation? (Convictions are not an automatic bar to employment. The recency and relevancy of the conviction will be considered.)  <input type="checkbox"/> Yes <input type="checkbox"/> No  By signing this application, you will agree to immediately notify the Vallecitos Water District if you should be convicted of any crime while your job application is pending or during your period of employment, if hired.			
Do you have a valid California Driver's License?  <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>EDUCATION</b>					
High School		City/State		Highest Grade Completed	
				1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED <input type="checkbox"/>	
				Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College, Business or Trade School		City/State		Attendance Dates	
				From / To	
				Degree/ Year	
				Major Subject	
				Semester Units Completed	
List other certificates or licenses, special training and/or skills related to the position you are seeking. (Language, office equipment, machine operations, typing speed, water/wastewater certifications, etc.)					
Have you ever been discharged or forced to resign from a position? (If yes, indicate which job and why.) <input type="checkbox"/> Yes <input type="checkbox"/> No					

List all jobs you have held in the last ten years - **starting with your present or most recent job**. (Resumes may not be substituted but may be attached for additional info.) Provide all information relevant to the position for which you are applying. By being complete you may improve your chances for employment. If you need more space, you may attach additional sheets.

EMPLOYMENT HISTORY				
1. Name of Employer		Type of Business		
Address			Phone	
Dates Employed ( <i>Month / Year</i> ) From: / To: /	Starting Title	Last Title	Starting Salary	Final/Current Salary
Name of Supervisor	May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving or desiring to leave.	
Brief Description of Duties (attach separate page if needed)				

2. Name of Employer		Type of Business		
Address			Phone	
Dates Employed ( <i>Month / Year</i> ) From: / To: /	Starting Title	Last Title	Starting Salary	Final/Current Salary
Name of Supervisor	May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving or desiring to leave.	
Brief Description of Duties (attach separate page if needed)				

3. Name of Employer		Type of Business		
Address			Phone	
Dates Employed ( <i>Month / Year</i> ) From: / To: /	Starting Title	Last Title	Starting Salary	Final/Current Salary
Name of Supervisor	May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving or desiring to leave.	
Brief Description of Duties (attach separate page if needed)				

EMPLOYMENT HISTORY				
4. Name of Employer		Type of Business		
Address			Phone	
Dates Employed ( <i>Month / Year</i> ) From: / To: /	Starting Title	Last Title	Starting Salary	Final/Current Salary
Name of Supervisor	May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving or desiring to leave.	
Brief Description of Duties (attach separate page if needed)				

Where/How did you learn about this job opening?
---

Summarize prior relevant experience and fill in periods of unemployment or periods not accounted for above. Use a separate sheet of paper if you need more space.
---

**PLEASE READ VERY CAREFULLY**

I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for hereon will be sufficient cause for cancellation of consideration for employment or dismissal from District service if I have been employed.

I understand that offers of employment are contingent upon successful completion of a District-paid physical examination to see if the applicant is fit to perform the essential functions of the job. Most job applicants who are selected to fill a position must, as part of that physical examination, submit to and pass a drug screening test. Some job classifications require a respirator fitness evaluation.

I understand that employment with the District is for an indefinite and unspecified duration and that employment with the District is at the mutual consent of the employee and the District and can be terminated at will, at any time, by the employee or the District.

I agree that Vallecitos Water District and my previous employers shall not be held liable in any respect if any employment offer is not tendered, is withdrawn or my employment is terminated due to falsification of the statements and answers in this application form or during my interview(s). I agree to abide by all rules and regulations of the District.

---

Signature (Acknowledgment)	Date
----------------------------	------

**I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND IT.**

**VALLECITOS WATER DISTRICT**  
**REQUIRED DISCLOSURE**

[California Civil Code - 1786.16; 15 U.S.C. 1681(b)]

You have submitted an application for employment with Vallecitos Water District. Please be aware that, as part of the application process, a background investigation may be commenced *and an investigative consumer report regarding you may be sought* as part thereof. The purpose of seeking an investigative consumer report regarding you is to evaluate your suitability for employment with Vallecitos Water District.

**Please note that requesting your permission to conduct such an investigation does not constitute an offer of a position with Vallecitos Water District at this time.**

The Vallecitos Water District has specifically requested information regarding criminal history, education, and employment history. Candidates selected for further consideration will undergo a background investigation. This may include information on your character, general reputation, personal characteristics, and/or mode of living. The report will be made by Employment Screening Services, 627 E. Sprague, Suite 100, Spokane, WA 99202, (800) 473-7778.

You may request the investigative consumer reporting agency to provide you with a copy of the report and to make its files regarding you available for inspection. See Civil Code - 1786.10.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Dear Applicant:

Thank you for your interest in employment with the Vallecitos Water District. We regret that we cannot respond to you more personally about your application. However, we want you to know that your application did/will receive an individual, personal review as part of the evaluation process. We hope the information below is helpful.

***In Order to Be Notified Regarding the Status of Your Application  
Please complete Your Name and Mailing Address Below***

	<b>Position Applied For:</b> _____ _____

**STATUS OF APPLICATION:**

**FOR OFFICE  
USE ONLY**

	Your application has been reviewed. The information provided indicates that you do not meet all of the minimum qualifications for this position.
	You may meet the minimum qualifications for this position. However, due to the large volume of applications received, we have selected for further consideration only those candidates whose qualifications more closely met our job requirements.
	Your application has been reviewed and you appear to meet the minimum requirements for this position based upon the information submitted. Your application will be retained for further review.
	We have received your completed application form and will be completing the screening process in the near future. You will be notified of the status of your application no later than _____.
	It is the policy of the District not to accept applications after the closing date/time. Your application was received after the posted closing date/time and is being returned to you.
	The position you applied for has been filled with a candidate who most closely met the requirements of the position.
	Your application was not selected for consideration because you did not answer all the questions as required.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE  
VALLECITOS WATER DISTRICT  
AN EQUAL OPPORTUNITY EMPLOYER