

Moulton Niguel Water District
 27500 La Paz Road
 Laguna Niguel, CA 92677
 (949) 831-2500
 www.mnwd.com



Application For Employment

You may attach resume; however, application must be completed in full.

We consider applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For			Date of Application		
How did you learn about us?					
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Website	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Job Posting	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In			
Last Name	First Name	Middle Name	Other names by which you have been known:		
Address	Number	Street	City	State	Zip
Telephone Number(s)	Day	Evening	E-Mail Address		
Person to Notify in Case of Emergency			Telephone Number		

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 us before? Yes No

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

Are you acquainted with or related to anyone employed by our District: Yes No

If yes, give names _____

Are you currently employed? Yes No

Salary desired: \$ _____

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.

On what date would you be available for work? _____

Are you currently available to work: Full Time Part Time Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

- WE ARE AN EQUAL OPPORTUNITY EMPLOYER -

Education

	High School				Undergraduate College/University*				Graduate/ Professional*			
School Name, Location and Phone Number												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Describe Course of Study												
Describe any honors you have received												

*Education beyond the requirements on the job description or not related to the job for which you are applying need not be listed.

Indicate any languages, other than English, that you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

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:

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

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

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		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					

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

May we contact the employers listed above? _____ If no, indicate by number which one(s) you do not wish us to contact _____

Have you ever been discharged? Yes No

If so, please explain: _____

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment.

Yes No

If Yes, please explain: _____

Do you have a pending unresolved criminal charge for which you are out on bail or on your own recognizance pending trial?

Conviction will not necessarily disqualify an applicant from employment.

Yes No

If Yes, please explain: _____

References

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

	Name	Address	Telephone Number
1.			
2.			
3.			

Veteran of the U.S. Military service? Yes No

(If yes, Branch _____)

Currently active in military service or reserves? Yes No

Do you have the physical and mental abilities to perform the tasks required of the position, Yes No
with or without accommodation? Please review job description.

(If accommodation is necessary, please describe below)

Applicant's Agreement

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

I authorize you to make such investigations and inquiries of my employment or medical history and other related matters as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of the Moulton Niguel Water District is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I 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.

It is also understood that, upon hire, I will be required to furnish additional information as requested by the District. I understand that a physical examination (including drug and alcohol testing) from a medical physician of the District's choice, at District expense, is a part of the application process for employment with the District, and that a hiring decision may be based on the results of the physical examination (including drug and alcohol testing). I further authorize the physician or testing facility to release all test results conducted as part of the physical examination and other relevant medical information to the District.

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 90 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 the Moulton Niguel Water District.

Signature of Applicant: _____ Date: _____

NOTES: _____

