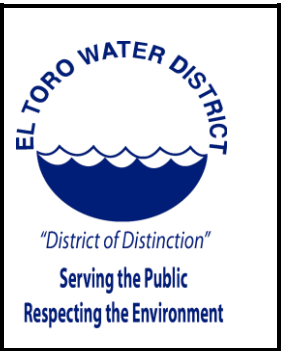


El Toro Water District

Employment Application

An Equal Opportunity Employer



Wastewater Treatment Plant
23542 Moulton Parkway
Laguna Woods, CA 92637

Administration Offices
24251 Los Alisos Blvd.
Lake Forest, CA 92630
(949)837-7050

Personal Information	Last Name	First Name	Middle Name
Day Phone Number (Include Area Code) ()	Evening Phone Number (Include Area Code) ()	Email address	
Present Address (Number and Street, P.O. Box)		City or Town	State Zip Code
For what type(s) of position(s) are you applying (e.g. Customer Service Rep/ Waste Water Treatment Plant Operator/Accounting)? _____			
How did you hear of us? <input type="checkbox"/> Website <input type="checkbox"/> Monster.com <input type="checkbox"/> Water Jobs <input type="checkbox"/> Other: _____			

For what type of position are you applying? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Other _____	What schedule are you willing to work? <input type="checkbox"/> Days <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Any
---	---

List any certifications and/or professional designations and licenses currently held by you (e.g. Notary, Water Certificates, Fork Lift, or etc).

Agency Issuing _____ License/Certificate _____ Expiration Date _____

Agency Issuing _____ License/Certificate _____ Expiration Date _____

Agency Issuing _____ License/Certificate _____ Expiration Date _____

(If more space is required please note other certificates under the Additional Information section on page 4.)

Applicants must be presently authorized to work in the United States. Are you authorized to work in the United States?
 Yes No

Are you under the age of 18? Yes No

Education	High School	Name of School, City, State			
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	H.S. Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	Course / Major	Course / Major
	College	Name of School, City, State			
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree	Course / Major		
	Graduate/ Technical	Name of School, City, State			
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree	Course / Major		

Previous Water District Employment	Have you ever been employed by a Water District at any time in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, which location? _____
	Position Held: _____
	Dates of employment: From _____ to _____

EMPLOYMENT Work History	Begin with the most recent experience and un-paid work experience, if any. You MUST COMPLETE this section even if you wish to attach a resume.		
	EMPLOYER - Name, City, State	Starting Date	Ending Date
	Supervisor's Name, Title and Phone Number		
	Job Title and Duties		
	Reason for Leaving		
	May we contact you at work? If yes, phone number <input type="checkbox"/> Yes <input type="checkbox"/> No		
	May we contact your supervisor for a background review? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	EMPLOYER - Name, City, State	Starting Date	Ending Date
	Supervisor's Name, Title and Phone Number		
	Job Title and Duties		
	Reason for Leaving		

	EMPLOYER - Name, City, State	Starting Date	Ending Date
Supervisor's Name, Title and Phone Number			
Job Title and Duties			
Reason for Leaving			
	EMPLOYER - Name, City, State	Starting Date	Ending Date
Supervisor's Name, Title and Phone Number			
Job Title and Duties			
Reason for Leaving			
	EMPLOYER - Name, City, State	Starting Date	Ending Date
Supervisor's Name, Title and Phone Number			
Job Title and Duties			
Reason for Leaving			
Other	List professional/technical/clerical skills you would bring to the position(s) for which you are applying (e.g., computer programming, computer software, office equipment) <hr/> <hr/> <hr/>		

Military Experience	Military training: _____ Branch of Service: _____ _____ Rank of Discharge: _____ _____ Status of Discharge: _____
Additional Information	Please use this space to provide us with any other job related information that we should know about you to help us consider your qualifications for this position. (Please exclude personal information.) _____ _____ _____ _____

**Applicant
Certification**

I certify that all information I have given in this application, including the attached resume, if any, is accurate and complete to the best of my knowledge. I understand that omissions and misstatements in this application and attachments may be grounds for rejection of my application or termination of my employment. I authorize the Employer to investigate any of the facts set forth in this application.

I understand that if I am hired by El Toro Water District I may terminate my employment at any time, with or without cause or notice and the district may do the same. Any modification of this understanding must be in writing and signed by the General Manager and me.

In keeping with El Toro Water District's strong commitment to maintaining a work environment that is free from the harmful effect of drug abuse and safe for its employees and others, I understand that, where permitted or required by law, El Toro Water District has established a pre-employment drug testing and physical examination process for all safety-sensitive positions. I further understand that any job offer that includes a safety-sensitive position will be contingent upon my successful and timely passing of a drug test and physical examination procedure prior to starting work. I understand that at any time during the course of my employment I will participate in the random drug testing program if my position is considered a safety sensitive position.

If not, I may be required to be examined and/or tested concerning my ability to perform my job in a manner that does not endanger my own health and safety or the health and safety of others while on the District's premises or while engaged in District business off District premises.

I understand that consideration for employment is contingent upon the results of reference and background reviews, and that any false statement or misrepresentation of the facts called for on the application will be cause for rejection of my application, or for termination of my employment. I hereby authorize and hold harmless El Toro Water District and their agents to investigate the truthfulness of all statements made on my employment application, resume, and other attachments. I understand that this investigation may include contacting references and my former employers, confirming my educational attainments, reviewing my motor vehicle records, reviewing any criminal justice records for criminal charges and/or convictions that relate to me and obtaining a consumer credit report. I authorize El Toro Water District to discuss the results of such a review with El Toro Water District, Inc. employees involved in the hiring process. I give consent for all contacted persons to provide information concerning my application, and I release each such person from liability for providing information to El Toro Water District and their agents.

In the event information obtained from a consumer reporting agency is wholly or in part the basis for El Toro Water District decision not to hire me or for the rescission of a job offer, I understand El Toro Water District will advise me of the name and address of the consumer reporting agency providing the information to El Toro Water District. A "consumer reporting agency" is an entity, which assembles and evaluates information on individuals for the purpose of furnishing "consumer reports" to third parties.

Signature

Date

Print Your Current Name
