



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## APPLICATION FOR EMPLOYMENT

Rancho Murieta Community Services District is an at will employer. Either the District or the employee can terminate the relationship at any time without cause.

**We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.**

PLEASE PRINT – USE BLUE OR BLACK INK

Position(s) Applied For:		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address    Number	Street	City                      State                      Zip Code
Telephone Number(s)		Social Security Number
Best time to contact you at home is: _____:_____ a.m./p.m.		
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 the District before?		YES    NO
If YES, please give date: _____		
Do any of your friends or relatives work here?		YES    NO
Are you currently employed?		YES    NO
May we contact your present employer?		YES    NO
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.		
Date available for work: ____/____/____		What is your desired salary range? _____
Are you available to work:		
	Full Time	(please indicate 1 2 3 shift)
	Part Time	(please indicate Mornings Afternoons Evenings)
	Temporary	(please indicate dates available ____/____/____ to ____/____/____)
Are you currently on "lay-off" status and subject to recall?		YES    NO
Can you travel if a job requires it?		YES    NO
Have you ever been convicted of any offense by any civilian or military court?		YES    NO
(Conviction will not necessarily disqualify an applicant.)		
If so, please explain.		
Are you currently out on bail or under your own recognizance for an arrest pending trial?		YES    NO
Have you ever been discharged for cause from any employment or resigned in lieu of discharge?		YES    NO
Do you have a valid driver's license?		YES    NO
Do you have any restrictions on your license?		YES    NO
Has your license ever been suspended or revoked?		YES    NO
Have you ever been arrested for driving under the influence?		YES    NO
Have you been cited for a traffic violation of any kind within the last FIVE years?		YES    NO
Have you ever applied for worker's compensation for any injury received while working (Past/Present/Pending)?		YES    NO

## EDUCATION AND TRAINING

HIGH SCHOOL ATTENDED	ADDRESS	DID YOU GRADUATE?

If NO, do you have a GED?      YES                  NO

COLLEGE/UNIVERSITY NAME/ADDRESS	COURSE OF STUDY	UNITS EARNED	DEGREE AWARDED

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

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**Describe any job-related training received in the United States military.**

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## EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last ten years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Your Position Title

\_\_\_\_\_  
Your Supervisor's Name

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Dates of Employment: \_\_\_\_\_  
From To

Monthly Salary: \_\_\_\_\_

Describe Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? YES NO

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\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Your Position Title

\_\_\_\_\_  
Your Supervisor's Name

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Dates of Employment: \_\_\_\_\_  
From To

Monthly Salary: \_\_\_\_\_

Describe Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? YES NO

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Your Position Title

\_\_\_\_\_  
Your Supervisor's Name

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City State Zip

Dates of Employment: \_\_\_\_\_  
From To

Monthly Salary: \_\_\_\_\_

Describe Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? YES NO

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\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Your Position Title

\_\_\_\_\_  
Your Supervisor's Name

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City State Zip

Dates of Employment: \_\_\_\_\_  
From To

Monthly Salary: \_\_\_\_\_

Describe Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? YES NO

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

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Specialized Skills (check skills/equipment operated).

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
<input type="checkbox"/> WPM	<input type="checkbox"/> WPM	_____	_____

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

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Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. YES NO

References

1. \_\_\_\_\_  
Name Phone Number

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Address

2. \_\_\_\_\_  
Name Phone Number

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Address

3. \_\_\_\_\_  
Name Phone Number

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Address

