

**TERRA BELLA IRRIGATION DISTRICT
24790 AVENUE 95
TERRA BELLA, CALIFORNIA 93270-9695
(559) 535-4414**

APPLICATION FOR EMPLOYMENT

POSITION: _____ **DATE OF APPLICATION** _____

I. PERSONAL

Name _____ Address _____

City _____ State _____

Home Telephone _____ Cell Phone _____

Driver's License No. _____

Employee must have legal right to work in the United States. If hired, can you show proof? Yes _____ No _____

Name, address, and telephone number of person to be notified in case of accident:

II. AREAS OF SPECIAL SKILLS OR EXPERIENCE (Applicable to this application).

| | | |
|-------------------|---------------------------|-------------------|
| _____ Accounting | _____ Payroll | _____ Carpentry |
| _____ Bookkeeping | _____ Personnel | _____ Electrical |
| _____ Computer | _____ Purchasing | _____ Maintenance |
| _____ Excel | _____ Secretarial | _____ Painter |
| _____ Word | _____ Shorthand wpm _____ | _____ Plumber |
| _____ Calculator | _____ Typing wpm _____ | _____ Machinist |
| _____ Other | _____ Other | _____ Other |

List machinery, tools, and equipment, including heavy equipment such as tractors, backhoes, etc., you can operate proficiently:

III EDUCATION

| | <u>Graduated</u> | |
|---|------------------|-------|
| Elementary_____ | Yes___ | No___ |
| High_____ | Yes___ | No___ |
| College or University_____ | | |
| _____ | Yes___ | No___ |
| Business or Trade School_____ | Yes___ | No___ |
| List any degrees and/or certifications received _____ | | |
| _____ | | |

EXPERIENCE RECORD

IV. FORMER EMPLOYERS (Account for employment over the last 6 years.
Attach a separate sheet if needed.)

1. Employer:_____ Address_____
- Dates Employed: From_____ to_____ Position Held_____
- Immediate Supervisor_____ Monthly Salary_____
- Duties:_____
- Reason for Leaving:_____
- _____
- _____
2. Employer:_____ Address_____
- Dates Employed: From_____ to_____ Position Held_____
- Immediate Supervisor_____ Monthly Salary_____
- Duties:_____
- Reason for Leaving:_____
- _____
- _____
3. Employer:_____ Address_____
- Dates Employed: From_____ to_____ Position Held_____
- Immediate Supervisor_____ Monthly Salary_____
- Duties:_____
- Reason for Leaving:_____
- _____
- _____

4. Other experience applicable to position applied for: _____

(a) May we contact your present employer in regard to your work?

Yes _____ No _____

(b) Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position?

Yes _____ No _____ (If so, explain below.)

(c) _____

V. PERSONAL REFERENCES: (List three persons NOT related to you who are willing to provide professional and/or character references for you. DO NOT repeat names of supervisors listed under FORMER EMPLOYERS.)

| <u>Name</u> | <u>Address</u> | <u>City</u> | <u>Phone Number</u> |
|-------------|----------------|-------------|---------------------|
|-------------|----------------|-------------|---------------------|

1. _____

2. _____

3. _____

VI.

1. Do you have any relatives in our employment? Yes _____ No _____

Name _____ Position Held _____

2. A general physical examination to confirm your physical qualification to work will be required. Included in that exam will be a drug screening. The results of both exam and screening will be kept confidential by the District. Do we have your authorization to review the results of said exam and drug screening?

Yes _____ No _____

I certify that the statements made by me in this application are true and complete to the best of my knowledge.

I further authorize the physician and/or lab performing the physical exam and drug screening to release the results to the District.

Initial

Signature

Date available for work

NOTE: Attach additional information if you so desire.

NOTICE: Successful applicants will be required to establish and maintain throughout their employment proof of their insurability to the satisfaction of the District's insurance carrier. Be advised that employees' driving records will be submitted to the District's insurance carrier periodically for proof of insurability.

We wish to thank you for submitting your application; however, please be advised that only the successful candidates will receive any notification.