



Application For Employment

El Dorado Hills Community Services District
 1021 Harvard Way
 El Dorado Hills, CA 95762

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

(Please print)

Position(s) Applied for		Date of Application		
How did you learn about us?				
___ Advertisement		___ Friend		___ Walk-in
___ Employment Agency		___ Relative		___ Other _____
Last Name		First Name		Middle Name
Address Number	Street	City	State	Zip Code
Telephone Number(s)		Email Address		
Home:		Cell:		

- Are you over 18 years of age? Yes No
 If you are under 18, can you, after an offer of employment, submit a work permit? Yes No
- Have you ever filed an application with us before? If yes, give date _____ Yes No
- Have you ever been employed with us before? If yes, give date _____ Yes No
- Are you currently employed? Yes No
- Would you prefer that we do or do not contact your present employer? Do not Do
(Note: This does not preclude the District from doing so in the event of a background check).
- Can you, after an offer of employment, submit verification of your legal right to work in the United States? Yes No
(Note: Proof of citizenship or immigration status will be required upon employment.)
- On what date would you be available for work? _____
- Are you available to work Full Time Part Time Temporary Weekends Evenings
- Are you currently on "layoff" status and subject to recall? Yes No
- Have you ever pled "guilty" to, "no contest" to, or been convicted of, a crime, other than a conviction that has been sealed, expunged or statutorily eradicated? Yes No
(Note: You may answer "no" if the conviction is specified in Health and Safety Code (HSC) Section 11361.5 which pertains to various marijuana offenses, or, if the conviction was a violation under HSC Section 11557 or its successor Section 11336 when that conviction was stipulated or designated to be a lesser-included offense of the offense of possession of marijuana.) Conviction will not necessarily disqualify an applicant from employment. If Yes, please explain.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. You may attach a resume as long as it includes all information listed below.

Employer		Dates employed		Work performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates employed		Work performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates employed		Work performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates employed		Work performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

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

Education

	Name and Address of School	Course of Study	No of Yrs Completed	Diploma Degree
High School				
Undergraduate College				
Graduate or Professional College				
Other				

If a language other than English is relevant to the job for which you are applying, indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized job related training, apprenticeship, skills and extracurricular activities.

List all job-related professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

- List professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

- Other Qualifications
Summarize special job-related skills and qualifications acquired from employment or other experience:

- Specialized Skills/Certification

PC Compatible CPR First Aid

Microsoft Office Other: (list) _____

Typewriter Licenses/Certificates: _____

Computer System Administration (explain) _____

- Were you ever discharged, rejected/terminated/non-reelected/released during probation, or have you ever been requested to resign from any employment? Yes No

- Answer only if the position you are applying for requires driving as part of the minimum qualifications. Do you possess a valid California driver's license? Yes No

If yes, enter your driver's license number and the class of license.

California Driver's License # _____ Class _____

Have you ever been put on probation or has your driver's license ever been suspended or revoked? Yes No

If yes, explain: _____

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

- I declare each of the answers given to the questions on this application to be complete and true to the best of my knowledge. I understand that any misrepresentation or omission may be cause for non-selection or dismissal.

Signature of Applicant _____ Date _____