



Please return to:
 Post Office Box 157
 3622 Sagunto Street
 Santa Ynez, CA 93460
 (805) 688-6015 • Fax (805) 688-3078

Position Applied For: _____

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

Please read the job bulletin to determine if you meet the requirements for the position you applied for. Print in ink or use a typewriter. Answer all questions completely and accurately. Include any additional information pertaining to your qualifications for the position. False statements are cause for rejection of the application, removal of name from eligibility list or dismissal from position. All information is subject to verification, including conviction records and former employers.

CONDITIONS OF EMPLOYMENT

If offered employment, this offer will be contingent on the applicant:

- submitting proof of legal right to work in U.S.
- possibly being required to pass a physical examination which includes drug/alcohol testing

Name:

_____ Last _____ First _____ Middle Initial _____

Address:

_____ Number _____ Street _____

_____ City _____ State _____ Zip Code _____

Phone:

() _____
Daytime

() _____
Evening

Driver's License:

_____ Number _____ State _____

_____ Expiration Date _____ Class _____

Are you willing to work:

Part-time	Yes	_____	No	_____
Temporary (hourly)	Yes	_____	No	_____
Nights	Yes	_____	No	_____
Weekends	Yes	_____	No	_____

SOCIAL SECURITY NUMBER:

Providing the Social Security account number is voluntary in accordance with the Privacy Act of 1974. If, however, the Social Security account number is not included, SYRWD, ID#1 will be unable to process your application.

EDUCATION AND TRAINING (Add additional sheets as necessary)

Circle highest grade completed:	Name & location of last grade or high school attended			Did you graduate?
6 7 8 9 10 11 12 13 14 15 16 Masters PhD				
Name & location of Trade or Vocational Schools/Colleges/Universities/Apprentice or Training Programs attended:	Number of Units Completed	Qtr. ✓	Sem ✓	Major/Subjects
				Degrees/Certificates

SPECIAL SKILLS

List other formal training programs which may be related to the type of employment you are seeking:

_____ Licenses and Certificates (State, Profession, Trade, etc.) _____

Can you perform the basic functions of the position for which you are applying with or without reasonable accommodation?
 Yes No

CERTIFICATE OF APPLICANT:

By signing this application, I hereby agree as follows: I hereby certify that the information contained in this application form is true and correct to the best of my knowledge, and agree to have any of the information verified by the Santa Ynez River Water Conservation District, ID #1 (the District). I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment. I authorize the references listed in this application, as well as all other individuals whom the District contacts, to provide any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information by the District or any of its agents, employees, or representatives. I understand that any offer of employment is conditioned upon proof of identity, proof of legal authority to work in the United States, a satisfactory completion of my background and reference check, and the satisfactory completion of post-offer medical examination and/or drug test.

SIGNATURE: _____ DATE: _____

EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with SYRWCD, ID#1. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience which applies to the position you are seeking.

Dates of Employment From: <u> </u> / <u> </u> / <u> </u> to <u> </u> / <u> </u> / <u> </u> <small>MO / DAY / YR MO / DAY / YR</small>	Employer Name: _____ Your Title: _____				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%; padding: 2px;">Salary</th> <th style="width:50%; padding: 2px;">Hours Per Week</th> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </table>	Salary	Hours Per Week			Your Duties: _____ _____ _____ _____ _____ _____
Salary	Hours Per Week				
Supervisor: _____ Phone: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Lay Off <input type="checkbox"/> Dismissal Do not contact this employer <input type="checkbox"/>	Did you receive written performance evaluations from this employer? Yes ___ No ___				

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Do you have any relatives employed by SYRWCD, ID#1? Yes No

If yes, individual: _____
Name Relationship

Have you ever been employed by SYRWCD, ID#1? Yes No

If yes, give dates and positions held: _____

CONVICTION RECORD (Required for all applicants)

Have you ever been convicted of a crime? This includes a plea of guilty or non-contest which resulted in a criminal conviction. [Please exclude misdemeanor convictions for marijuana related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and/or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.] Yes No

If yes, please describe the nature of the crime(s), the date and place of the conviction(s), and the legal disposition(s) of the case(s): _____

[We will not deny employment to any applicant solely because the person has been convicted of a crime. We may consider such factors as the nature, date, and circumstances of the conviction, as well as whether the conviction is relevant to the duties of the position applied for by the applicant.]

Are you currently out on bail or released from custody on your own recognizance pending a trial? Yes No

If yes, please describe the nature of the crime(s) for which you were arrested, the date of the arrest(s), and the status of your case(s): _____

Offense Date Place Sentence/Fine

Offense Date Place Sentence/Fine

Offense Date Place Sentence/Fine

I further understand if I am convicted of any felony between the date below and the date I am employed, I am obligated to report the conviction to SYRWCD, ID#1. If I fail to report a conviction, it will be considered a false statement or concealment of facts, and I may be disqualified from consideration or terminated.

TRAFFIC CITATIONS

Complete this section only if possession of a valid driver's license was listed in the applicable job bulletin as a requirement of the position for which you are applying. Other than any criminal convictions that you may have listed above, have you been convicted of a traffic violation? Yes No (Please include infractions, but exclude: any parking or equipment violations; any convictions that have been sealed, expunged, or legally eradicated; and any misdemeanor offenses for which probation was successfully completed or otherwise discharged and the case was judicially dismissed).

Violation Date Place Sentence/Fine

Violation Date Place Sentence/Fine

Violation Date Place Sentence/Fine

Is there anything else you would like us to know that will help us make a hiring decision?

NOTICE TO APPLICANTS: All appointments shall be subject to a minimum of 12-month probationary period. The probationer may be released at any time during this period without cause or appeal.