

APPLICATION FOR EMPLOYMENT

The Southeastern Colorado Water Conservancy District (SECWCD) is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job related factors.

Please answer each question completely and accurately.

EMPLOYMENT DESIRED

Position applying for: _____ Today's Date: _____

Were you ever employed with the Southeastern Colorado Water Conservancy District? [] Yes [] No
If yes, when? _____

Date you are available to start work: _____ Salary Desired: _____

If employed, do you expect to be engaged in any additional business or employment outside of our job? [] Yes [] No

If yes, give details: _____

APPLICANT INFORMATION

Name: _____
Last First Middle

Present Street Address: _____
Number and Street City, State Zip

Telephone Number: _____ Alternate Number: _____

How did you learn of this opening? _____

Are you 18 years of age or older? [] Yes [] No (If you are hired, you may be required to submit proof of age.)

If hired, can you provide proof you are eligible to work in the United States? [] Yes [] No

Do you reside with or have any relatives currently working for the SECWCD? [] Yes [] No

If yes, please list the employee's name and your relation: _____

Do you have a valid driver's license? [] Yes [] No (For positions that require driving.)

Have you had your driver's license suspended or revoked in the last three years? [] Yes [] No

If yes, give details: _____

SPECIAL JOB-RELATED SKILLS

Please list any special skills, training, certifications or memberships relevant to the job for which you are applying. Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, disability or other protected status. (Use additional sheets if needed.)

EDUCATION List Names and Addresses of Schools

High School or GED	Number of Years Completed	Subjects Studied/ Degree(s) Received
College or University		
Technical or Trade School		

EMPLOYMENT HISTORY List all employers within the last 10 years starting with your present or most recent position.

Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.
 NOTE: A job offer may be contingent upon acceptable references from current and former employers.

Employer Name	Supervisor(s)
Address	Dates of Employment From (mo/yr) / To (mo/yr) /
City, State, Zip Code	Starting and Ending Salary Starting \$ Ending \$
Telephone	
Job Title	Reason for Leaving
Duties	
Employer Name	Supervisor(s)
Address	Dates of Employment From (mo/yr) / To (mo/yr) /
City, State, Zip Code	Starting and Ending Salary Starting \$ Ending \$
Telephone	
Job Title	Reason for Leaving
Duties	
Employer Name	Supervisor(s)
Address	Dates of Employment From (mo/yr) / To (mo/yr) /
City, State, Zip Code	Starting and Ending Salary Starting \$ Ending \$
Telephone	
Job Title	Reason for Leaving
Duties	

REFERENCES

Have you worked or attended school under any other names? Yes No

If yes, give names: _____

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain: _____

List three persons you have known for at least one year who are not relatives or former employers.

Name	Address	Phone
1.		
2.		
3.		

AUTHORIZATION

Please read and initial each paragraph below.

If there is any part of this section you do not understand, please ask the interviewer about it before signing.

_____ I certify that the information contained in this application is true and complete. I understand that any false statement, omission, or misrepresentation may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

_____ I hereby authorize the Southeastern Colorado Water Conservancy District to thoroughly investigate all statements contained in my application and other matters related to my suitability for employment. Furthermore, I authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release the Southeastern Colorado Water Conservancy District, my current and former employers, and all other persons, corporations, partnerships and associations from any legal liability arising out of or in any way related to such investigation or disclosure.

_____ I understand that I may be required to successfully pass a drug and/or alcohol screening examination. I hereby consent to a pre-employment and/or post-employment drug screen as a condition of employment.

_____ I understand that this application, verbal statements by management, or subsequent employment does not create an expressed implied employment contract. If employed, I understand that I have been hired at the will of the Southeastern Colorado Water Conservancy District and my employment is for no definite period of time and may be terminated at any time, with or without prior notice, with or without cause or reason.

My signature below certifies that I have read, understand, and agree to the terms and conditions outlined in this application.

Applicant Signature: _____

Date: _____