

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: _____

Have you ever been convicted of a criminal offense, entered a plea of no contest or had prosecution deferred for any crime except minor traffic violations?
 Yes No

If yes, give details: _____
The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered.

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.

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	

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Telephone	
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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 will 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 if offered employment, the offer may be contingent upon my successfully passing a pre-employment industrial physical examination. I hereby consent to the release of any or all medical information deemed necessary to evaluate my capability to perform the work for which I am applying.

_____ 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: _____