



Application for Employment

We do not discriminate against qualified applicants for employment on the basis of actual or perceived race, color, religion, gender, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, sexual orientation, or any other basis protected by law.

(PLEASE PRINT OR TYPE)

Position Applying For:	Date of Application
How did you learn about us?	
<input type="checkbox"/> Jobs Available Publication	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Brown & Caldwell Website	<input type="checkbox"/> Internet Sites _____
	<input type="checkbox"/> Friend/Relative
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip
Telephone Number(s)	Day	Evening
		Cell

EDUCATION: Highest grade level completed: 9 10 11 12 High School attended: _____
Name/City/State

High School Diploma G.E.D. Certificate High School Proficiency Test

Select highest degree/certificate earned: AA/AS Degree BA/BS Degree Graduate Degree

College or University Attended	Major or Course Study	Degree or Number of Units

Professional Licenses or Certificates: **(Include license/certification possessed, number, issuing authority, and expiration date.)**

Job Related Training/Skills/Professional Memberships

Please Elaborate on Your Professional Interests, Experience or any Additional Information You Feel May Help Us to Evaluate your Qualifications



EMPLOYMENT HISTORY: Begin with your most recent experience. List all experience gained in the last several years, including periods of self-employment and military service. Give full details about experience, which, in your opinion makes you qualified for the job for which you are applying. In addition, list any volunteer experience, which you believe has enhanced your qualifications. For full consideration, you must provide all information requested about your qualifications and work record. If you need additional space, please continue on a separate sheet of paper. **A Resume Will Not, Nor Will Reference To A Resume Be Accepted In Lieu Of Providing Complete Information On A Mesa Application.**

Starting Date to End Date Indicate Month/Year to	Name Address and Phone number of Employer		Job Title
Name & Phone # of Supervisor	Salary \$ Per: <input type="checkbox"/> Month <input type="checkbox"/> Hour	Hours Worked Per Week	Reason For Leaving
Please Describe Your Major Duties:			
Starting Date to End Date Indicate Month/Year to	Name Address and Phone number of Employer		Job Title
Name & Phone # of Supervisor	Salary \$ Per: <input type="checkbox"/> Month <input type="checkbox"/> Hour	Hours Worked Per Week	Reason For Leaving
Please Describe Your Major Duties:			
Starting Date to End Date Indicate Month/Year to	Name Address and Phone number of Employer		Job Title
Name & Phone # of Supervisor	Salary \$ Per: <input type="checkbox"/> Month <input type="checkbox"/> Hour	Hours Worked Per Week	Reason For Leaving
Please Describe Your Major Duties:			
Starting Date to End Date Indicate Month/Year to	Name Address and Phone number of Employer		Job Title
Name & Phone # of Supervisor	Salary \$ Per: <input type="checkbox"/> Month <input type="checkbox"/> Hour	Hours Worked Per Week	Reason For Leaving
Please Describe Your Major Duties:			



GENERAL INFORMATION:

- Have you ever filed an application with Mesa before? If yes, give date _____ Yes No
- Have you ever been employed with Mesa before? If yes, give date _____ Yes No
- May we contact your present employer? If no, please explain _____ Yes No
- Do you have the legal right to work in the U.S.? Yes No
- Will you be able to perform the essential duties of the job without accommodation? *If no, please attach a written explanation of how you can be accommodated.* Yes No
- Do you require special accommodation in the application/testing process? *If yes, you must contact the Human Resources Department at 949-574-1020 at least 72 hours prior to the test date.* Yes No
- Have you been convicted of a felony or misdemeanor crime in the past 10 years, excluding a conviction for marijuana possession more than two years ago? *If yes, please attach a written explanation. Convictions for military trial and drunk, reckless, or hit/run driving are to be included. Failure to specify is cause for disqualification. Conviction will not necessarily disqualify an applicant from employment.* Yes No

PLEASE READ CAREFULLY BEFORE SIGNING

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and attachments are true, and I agree and understand that misstatements or omissions of any material fact may be cause for disqualification or dismissal from employment with Mesa Consolidated Water District. I also grant permission to Mesa Consolidated Water District to verify any and all information contained within by contacting former employers and schools, etc. I fully understand that employment is contingent upon meeting Mesa’s physical requirements and relevant Department of Justice criminal background and other background investigations. I further agree to be fingerprinted and to furnish proof of eligibility to work in the United States, as may be directed. I fully understand that this application does not constitute an expressed or implied contract. Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted at the direction of Mesa’s Human Resources staff, I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.
 I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: _____ Date: _____



Equal Employment Opportunity Statistical Information

Mesa Consolidated Water District is required by Federal and State law to collect certain information and maintain statistical data on all applicants. The information is **confidential** and Human Resources does not share information with any person involved in the assessment of the applicant's knowledge, skills, and abilities to perform the job. Results are used solely for reporting and gathering for the purposes of Equal Employment Opportunity statistics which are required by Federal and State laws and regulations prohibiting discrimination on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, marital status and political affiliation. **Your participation is voluntary.**

Your cooperation in answering all the questions completely and accurately is appreciated. Please submit this form along with your completed application to the Human Resources Department. This sheet is detached from your application form upon receipt in the Human Resources Department.

Date: _____

Name: _____

Position applied for: _____

Birth date: _____ Sex: Male Female

Ethnic Origin (check one)

- White (includes Indo-European, Pakistani, East Indian.)
 - African-American (Includes African, Jamaican, Trinidadian, and West Indian.)
 - Hispanic (Includes Mexican, Puerto Rican, Cuban, Latin American or Spanish.)
 - Asian or Pacific Islander (Includes Japanese, Chinese, Korean or Vietnamese.)
 - American Indian or Alaskan Native (Includes persons who identify themselves or are known as such by virtue or tribal association.)
 - Filipino (Includes only Filipino.)
 - Other. Please specify:
-

Name: _____

**INTERN II – HUMAN RESOURCES
SUPPLEMENTAL QUESTIONNAIRE**

I. Related College Coursework: Please attach a copy of your college transcripts OR typed list of the business/public administration and writing/composition courses you have taken. If attaching a typed list, please put the information in the following format:

EXAMPLE:

Course Title:	Date Taken:	College/University:	Grade:
Business 10a: Introduction to Accounting - Financial Acct.	Summer 2009	Orange Coast College	B
Business 10b: Introduction to Accounting - Managerial Acct.	Fall 2009	Orange Coast College	A
Business 20: Business Writing	Spring 2010	Long Beach State	B

II. Computer Skills: For each computer software application below, list your years of experience and give a brief but detailed description of how you use the program including the frequency (daily, weekly, monthly, occasionally). You are not required to have experience in all to be considered; and you may list additional software you feel is relevant.

Microsoft Office:	Years of Experience:	<i>I Use This Program/Application to Do:</i>
1. Word		
2. Excel		
3. Outlook		
4. Access		
5. PowerPoint		
6. _____		
7. _____		

Signature: _____

Date: _____

Attachment: Copy of college transcripts or typed response to Question I.