



Position you are applying for:		
Date:		Email Address:
Last Name:	First Name:	Middle Initial:
Other Names Used (Maiden Name or Prior Names):		
Address:		
City:	State:	Zip:
Primary Phone #:		Alternate Phone #:
If you are under age 18, can you furnish a work permit?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been employed by Tualatin Valley Water District?		<input type="checkbox"/> YES <input type="checkbox"/> NO
How did you hear about this position?		
<input type="checkbox"/> Newspaper <input type="checkbox"/> Website: _____ <input type="checkbox"/> Referral: _____ <input type="checkbox"/> Other: _____		

The Tualatin Valley Water District (TVWD) is an Equal Opportunity Employer and gives preference points to qualified veterans. All applicants will be considered without regard to age, color, national origin, religion, sex, or other protected status in accordance with applicable Federal and State Equal Opportunity Laws. If you require accommodation to participate in our application process, please contact Human Resources.

Are you employed now?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
May we contact your present employer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, give name:		
Availability (Check all that apply)		
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Over-Time
<input type="checkbox"/> Temporary		
Date available for employment:		
Wages Desired:		
Do you have a valid driver's license?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have a Commercial Driver's License?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

EDUCATIONAL BACKGROUND	
Please list your High School, College and Graduate Education Background.	
High School (City & State):	Diploma: <input type="checkbox"/> GED: <input type="checkbox"/>
College/University/Vocational School (City & State) & Dates of Attendance:	Degree/Certification or Credit Hours:
College/University/Vocational School (City & State) & Dates of Attendance:	Degree/Certification or Credit Hours:
Courses of Study:	
COMPUTER, SOFTWARE, TYPING AND OTHER RELEVANT SKILLS	
Summarize all relevant skills to this position:	
SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS	
Summarize special skills and qualifications, volunteer activities, military experience, or other activities related to the job you are seeking:	
BILINGUAL SKILLS:	

REFERENCES:

List at least 3 individuals who are **familiar with your qualifications, actual work history and ability**. Please do not include friends or relatives.

Name:	Phone:	Relationship/Years known:
Name:	Phone:	Relationship/Years known:
Name:	Phone:	Relationship/Years known:
Name:	Phone:	Relationship/Years known:

EMPLOYMENT EXPERIENCE:

List your complete job history starting with the most recent. Include at least **10 years** of work experience. Do not omit any job and explain any significant breaks in your employment. You may include all applicable military service or volunteer work. If you need more space, please attach additional sheets.

Present or Last Employer:	Supervisor Name: May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	Telephone #:
Job Position:	
Employed From: (Mo/Yr): Ending: (Mo/Yr):	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time, number hours/wk:
What did you like most about your job?	
What did you like least about your job?	
What were your job duties?	
Reason for leaving?	

Employer:	Supervisor Name:
Address:	Telephone #:
Job Position:	
Employed From: (Mo/Yr): Ending: (Mo/Yr):	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time, number hours/wk:
What did you like most about your job?	
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Employer:	Supervisor Name:
Address:	Telephone #:
Job Position:	
Employed From: (Mo/Yr): Ending: (Mo/Yr):	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time, number hours/wk:
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What did you like most about your job?	
What did you like least about your job?	
What were your job duties?	
Reason for leaving?	

Supplemental Questions (if applicable):

The supplemental questions and instructions are listed in the job announcement. Candidates that do not include responses to these questions will not be considered for this position.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THESE STATEMENTS, PLEASE ASK THEM BEFORE SIGNING.

I certify that all my answers and statements on this application are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give Tualatin Valley Water District complete information and records regarding my employment, education, character and qualifications. YES NO

I will be responsible for familiarizing myself with all the rules and regulations of the District as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the District or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement. YES NO

I also understand that nothing in this application, the interview, hiring process or an offer of employment creates a contract for employment or continued employment with the District, and no representative of the Tualatin Valley Water District has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the Chief Executive Officer. YES NO

I understand that criminal and civil court/law enforcement records, motor vehicle driving records, education verification and reference checks will be conducted on final candidates prior to an offer of employment. I also understand that a pre-employment physical examination and drug screening will also be required for safety-sensitive positions. By signing this application, I authorize Tualatin Valley Water District to conduct and hold the District harmless from any results of the physical, drug screen, reference check and background check that Tualatin Valley Water District makes in connection with my application for employment. YES NO

If applicable, I have included all relevant application materials, including answers to the supplemental questions. YES NO

Are you legally eligible for employment within the United States? YES NO
You will be required to provide proof of eligibility of employment in accordance with federal law.

Do you claim veteran's preference? (check one) YES NO
(If yes, a copy of Federal DD 214 or 215 or a veteran's disability preference letter from the US Department of Veterans Affairs **must be** attached in order to be considered.)

I have read, understand and agree with the above.

Signature of Applicant

Date