



## **READ THIS BEFORE COMPLETING YOUR APPLICATION**

Dear Applicant:

To help us in our assessment of your ability to perform the duties of this position, we have prepared a list of guidelines.

The Santa Ana Watershed Project Authority (SAWPA) will not consider your application if:

- We cannot read your application;
- It is incomplete.

To avoid the disappointment of being removed from consideration for one of these reasons, please:

- Read the instructions on the application;
- Neatly print or type it;
- Date and sign the form;
- Provide all information requested;
- Add a resume only to supplement the completed application (the application must contain all required information).

If you have any questions, call the Santa Ana Watershed Project Authority (SAWPA) at 951.354.4220 before you submit your application. No changes to your application will be permitted after the filing deadline.

**IMPORTANT:**  
**Continue on and complete all remaining pages below.**



EMPLOYMENT APPLICATION  
An Equal Opportunity Employer

HUMAN RESOURCES ONLY		
DATE	PASS/FAIL	NOTIFIED
WRITTEN	_____	_____
ORAL	_____	_____
2ND ORAL	_____	_____
COMMENTS	_____	

**TITLE OF JOB APPLYING FOR:** \_\_\_\_\_

LAST NAME		FIRST NAME		MIDDLE NAME	
MAILING ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PLACE OF RESIDENCE	NUMBER	STREET	CITY	STATE	ZIP
AREA CODE	HOME TELEPHONE		AREA CODE	WORK OR MESSAGE TELEPHONE	

EMAIL ADDRESS	_____				
DRIVER'S LICENSE #	STATE	CLASS	EXPIRATION DATE		

Are you 18 years of age or older?  Yes  No

If you are a minor, please provide name and address of parent or guardian:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

After employment, can you submit verification of your legal right to work in the United States?  Yes  No

- Have you ever been employed by SAWPA?  Yes  No
- Have you ever been employed under another name?  Yes  No
- Are you related to any current SAWPA employee?  
**If yes, state relationship and name below.**  Yes  No
- Have you reviewed the specific requirements for this position?  Yes  No
- Can you perform all essential job functions of the position with or without reasonable accommodations?  Yes  No

**If you answered "Yes" to any of questions 1-3, please explain below:**

EDUCATION				
Name of High School/Location	Are you a High School Graduate?		If not, do you possess a GED or High School Equivalency?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of schools attended College/Trade	Credits Completed Qtr./Sem.	Major	Did you Graduate?	Degrees/Certificate Received
	Qtr./Sem.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Qtr./Sem.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Qtr./Sem.		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMPLOYMENT HISTORY**

1. List your most recent experience first. Carefully account for all employment, paid or unpaid over the last 10 years. List each change of title or promotion. Facsimiles of the application will not be accepted.
2. You must clearly show that you meet the minimum experience requirements on this application form. Responses such as "SEE ATTACHED RESUME" and "UNKNOWN" are not acceptable and will be grounds for rejection of your application.
3. Resumes may be attached but WILL NOT be accepted in lieu of complete answers.
4. Additional sheets may be attached if necessary.

Mo/Yr	TO	Mo/Yr	Employer	Title of Position
Address			City	State Zip
Name/Title/Telephone # of Supervisor				
Number of employees you supervised:			Job Duties:	
Reason for Leaving:				
Mo/Yr	TO	Mo/Yr	Employer	Title of Position
Address			City	State Zip
Name/Title/Telephone # of Supervisor				
Number of employees you supervised:			Job Duties:	
Reason for Leaving:				
Mo/Yr	TO	Mo/Yr	Employer	Title of Position
Address			City	State Zip
Name/Title/Telephone # of Supervisor				
Number of employees you supervised:			Job Duties:	
Reason for Leaving:				

**MAY WE CONTACT YOUR CURRENT EMPLOYER?**     Yes     No

***PLEASE READ THE FOLLOWING VERY CAREFULLY BEFORE SIGNING AS IT CONTAINS IMPORTANT INFORMATION AND A WAIVER AND RELEASE OF LIABILITY.***

I declare under penalty of perjury that all answers and statements in this application are true and complete to the best of my knowledge and belief. 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 hired, immediate dismissal from employment.

I understand that to evaluate me for employment, SAWPA may request information from my references and from my current or former employers and educational institutions. I also understand that SAWPA may review my driving record and certain public records pertaining to me. I further understand that SAWPA may review my criminal conviction history after a determination has been made that I meet the minimum qualifications for the position for which I have applied. In order to assist SAWPA's evaluation, I authorize the release of information to SAWPA regarding my prior and current employment, including without limitation: positions held, dates of employment, work performance, and disciplinary records. I authorize the release of this information regardless of any agreement, instructions or representations I may have previously made to the contrary.

In consideration for SAWPA's review of my application for employment, I waive any and all rights and claims I may have against any current or former employer, educational institution, SAWPA, any persons listed as a reference, or any entity from whom public records pertaining to me are obtained, including all officers, employees, agents, and representatives, for any and all losses, liabilities, or expenses (which include attorney fees and costs) that may directly or indirectly result from the disclosure to, or use of the above information by SAWPA. I further agree that a photocopy of this authorization may be used in lieu of the original for the purposes stated above.

In consideration of my employment, I agree to abide by the rules and standards of SAWPA. I also understand that all offers of employment are conditional on the provision of satisfactory proof of an applicant's identity and legal right to work in the United States, as well as the satisfactory completion of a post-offer mental and physical fitness for duty evaluation and background check, if applicable. Physical fitness tests and criminal history checks will be done following a conditional offer of employment.

In the event of my employment with SAWPA, I will comply with all rules and regulations of SAWPA. I understand that Employer may require a pre-employment drug and alcohol screen for safety sensitive positions. Employer may also test at any time during employment given reasonable suspicion. I understand that an offer of employment may be conditioned on successful completion of a physical examination, criminal history check, and, potentially, a pre-employment drug and alcohol screen, to the extent permitted by law. I am advised of these requirements prior to employment, and, should I receive a conditional offer, I consent to a physical examination, criminal history check, and pre-employment drug and alcohol screen. I further consent to the disclosure of such results and related tests to SAWPA. I understand that bonding may be a condition of hire. If it is, I will be so advised

either before or after hiring and a bond application will have to be completed.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by either SAWPA or me at any time and for any reason whatsoever, with or without good cause.

*IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT AND AGREEMENT, PLEASE ASK AN EMPLOYER REPRESENTATIVE BEFORE SIGNING.  
**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT AND ARE IN AGREEMENT.***

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Applicant Signature

Date

**IMPORTANT:  
Continue on and complete the remaining pages below.**

**EMPLOYMENT APPLICATION SUPPLEMENTAL INFORMATION**

**PLEASE COMPLETE THE FOLLOWING INFORMATION.  
THIS FORM MUST BE RETURNED WITH THE EMPLOYMENT APPLICATION.**

<b>SPECIAL SKILLS</b>			
Typing WPM:			
Office Equipment:			
Computer Software:			
<b>LICENSE, CERTIFICATES</b>			
List all valid applicable licenses, and/or certificates (include type of license/certification, state, number & expiration date):			
<b>TRAINING</b>			
List any specialized training which is applicable to this position:			
<b>LANGUAGES</b>			
Language other than English if relevant to position being applied for (Indicate level of proficiency):			
			Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/>
			Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/>
			Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/>

<b>REFERENCES (List people who would have knowledge of your qualifications for the position. Do not list relatives.)</b>			
Name	Business or Home Address	Business or Occupation	Phone #

I hereby certify that the above information is true and correct to the best of my knowledge and agree to have this information checked by SAWPA. I understand that any misrepresentation, falsification, or material omission may result in my failure to receive an offer, or, if I am hired, my immediate dismissal from employment.

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Print Name Applicant Signature Date



**PLEASE COMPLETE THE FOLLOWING INFORMATION.**

SAWPA is interested in seeing how we are reaching applicants for various positions. Your help in answering the following would be appreciated. In what newspaper/publication did you notice this advertisement?

- |   |   |
|---|---|
| <input type="checkbox"/> Inland Valley Daily Bulletin | <input type="checkbox"/> Jobs Available               |
| <input type="checkbox"/> Orange County Register       | <input type="checkbox"/> SAWPA.org Website Posting    |
| <input type="checkbox"/> San Bernardino Sun           | <input type="checkbox"/> Other (Please specify) _____ |
| <input type="checkbox"/> Riverside Press Enterprise   |   |
| <input type="checkbox"/> Government Jobs              |   |
| <input type="checkbox"/> BC Water Jobs                |   |