

Glenn-Colusa Irrigation District Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied for	Date of Application
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How did you learn about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name
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Mailing Address	City	State	Zip Code
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Home Phone	Mobile Phone	Email Address
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If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have you ever filed an application with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give date: _____		

Have you ever been employed with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give date: _____		

Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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May we contact your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Salary desired:	\$ _____
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Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Proof of citizenship or immigration status will be required upon employment.</i>		

On what date would you be available for work? _____

Are you currently available to work:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary
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Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you willing to travel if a job requires it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Glenn-Colusa Irrigation District is an equal opportunity employer.

Education

	High School	College *	Trade, Business or other Education *
School name, location and phone number			
Years Completed			
Describe Course of Study			
Describe any specialized training, apprenticeship, skills and extracurricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			

* Education beyond the requirements on the job description or not related to the job for which you are applying need not be listed.

Indicate any languages, other than English, that you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

List any special job-related skills and qualifications acquired from employment or other experience.

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities which relate to the job for which you are applying. You may exclude organizations which indicate race, color, religion, gender, national origin, mental or physical disability or other protected status.

If you do not want us to contact a former employer, check the box next to the employer(s) name.

1.

Name and Address of Employer	Month and Year of Employment
	From _____ To _____
Phone _____	
Supervisor _____	
Job Title _____	
Work Performed _____	
Reason for Leaving _____	

2.

Name and Address of Employer	Month and Year of Employment
	From _____ To _____
Phone _____	
Supervisor _____	
Job Title _____	
Work Performed _____	
Reason for Leaving _____	

3.

Name and Address of Employer	Month and Year of Employment
	From _____ To _____
Phone _____	
Supervisor _____	
Job Title _____	
Work Performed _____	
Reason for Leaving _____	

4.

Name and Address of Employer	Month and Year of Employment
	From _____ To _____
Phone _____	
Supervisor _____	
Job Title _____	
Work Performed _____	
Reason for Leaving _____	

If you need additional space, please continue on a separate sheet of paper.

References

List the name, address and telephone number of three business references who are not related to you.

1.	Name	Address	Phone
2.	Name	Address	Phone
3.	Name	Address	Phone

Are you able to perform the tasks described on the attached job description, with or without accommodation?

Yes

No

Please list any accommodations that may be necessary.

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Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of Glenn-Colusa Irrigation District is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen and pre-employment physical and voluntarily agree to submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States prior to my first day of employment.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid California driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance.

This application for employment shall be considered active for a period of time not to exceed six (6) months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Glenn-Colusa Irrigation District, a copy of which will be provided to me at the time that I begin employment.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Glenn-Colusa Irrigation District, I am entitled to copies of any such records obtained, unless I check the 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: _____

Notes