

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT  
QUESTIONNAIRE  
AN EQUAL  
OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

NAME (LAST NAME FIRST)			SOCIAL SECURITY NO.	
PRESENT ADDRESS	APT. NO.	CITY	STATE	ZIP
PERMANENT ADDRESS	APT. NO.	CITY	STATE	ZIP
ARE YOU 18 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	PHONE			

LAST

## DESIRED EMPLOYMENT

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?
EVER WORKED FOR THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?
REASON FOR LEAVING		
NAME OF LAST SUPERVISOR AT THIS COMPANY		
WHO REFERRED YOU TO THIS COMPANY? <input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> NEWSPAPER ADVERTISING <input type="checkbox"/> FRIEND		
<input type="checkbox"/> STATE EMPLOYMENT OFFICE	<input type="checkbox"/> COLLEGE PLACEMENT SERVICE	<input type="checkbox"/> WALK IN <input type="checkbox"/> OTHER

FIRST

MIDDLE

## EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

## GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK
SPECIAL TRAINING
SPECIAL SKILLS

### FORMER EMPLOYERS

LIST BELOW LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT ONE FIRST.

NAME OF PRESENT OR LAST EMPLOYER			
ADDRESS		CITY	STATE ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER			
ADDRESS		CITY	STATE ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER			
ADDRESS		CITY	STATE ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

**REFERENCES**

BELOW, GIVE THE NAMES OF THREE PERSONS YOU ARE NOT RELATED TO, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

**SERVICE RECORD**

BRANCH OF SERVICE	DISCHARGE DATE RANK

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 5 YEARS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF YES, EXPLAIN. (WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION)		

**AUTHORIZATION**

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

DATE

SIGNATURE



## **Entry Level Intern Position – Part Time (\$17.00/hr)**

### **Job Description:**

The Linden County Water District Entry Level Intern position would be filled by an individual who is willing to learn the basic principles of water and wastewater operations, maintenance and construction. The Entry Level Intern position requires an individual who has some basic mechanical, electrical or construction knowledge. This position requires a team player who is a dedicated, goal orientated, career minded, organized, multitasking individual with a strong work ethic and self-disciplined to enable them to work independently in the field or office during all weather conditions. This is a thirty (30) hour part time position, working under the direct supervision of the District's Operations Supervisor.

### **Desirable Licenses or Certificates:**

- Valid California class C operator's license issued by the State of California Department of Motor Vehicles; a good driving record for at least two (2) previous years duration; possession and continuance of a driving record that would not adversely affect LCWD automobile insurance rates

### **Required Education and Experience Guidelines:**

- High School Diploma or GED

### **Desirable Range of Knowledge:**

- Basic principles of water treatment or water distribution
- Basic principles of sewage and wastewater collection and treatment
- Analytical sampling and compliance levels
- Mechanical, electrical, plumbing and underground construction knowledge
- Well or pump system knowledge
- Ability to use office and other applicable software (e.g. the Microsoft Office suite of programs)

### **Job Duties (Include But Are Not Limited to the Following):**

- Maintain a professional demeanor in all interactions with customers, District staff, vendors and other visitors
- Assist in routine or semi-annual operational checks as needed
- Maintain accurate and detailed records of system operations
- Ability to troubleshoot and repair electric, plumbing or pump and motor systems
- Ability to safely operate hand tools, electrical tools and gas powered equipment
- Effectively communicate problems or concerns with management or administrative staff

### **Physical Demands and Working Environment:**

*The conditions listed are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Environment: Work is performed primarily in an outdoor environment, with travel from site to site; exposure to noise, potentially hazardous chemicals, and heavy equipment. May be required to work weekends, or be subject to emergency call outs
- Physical: Primary functions require sufficient physical ability and mobility to work in outdoor settings; stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach and twist; to climb ladders, stairs, ramps; to lift 50 pounds unassisted; to carry, push, and/or pull moderate amounts of weight.

- Vision: See in the normal visual range with or without correction
- Hearing: Hear in the normal audio range with or without correction

**Communication:**

- Ability to effectively communicate orally and in writing with LCWD staff, management, and customers.

**Projects:**

- Shows initiative when involved in projects and operation of District facilities
- Read plans and project specifications and aid in material research
- Seek training outside of normal range

**Professionalism and Confidentiality:**

- Act at all times to earn the confidence and respect of LCWD Board members and District supervisory staff
- Assure discreet and professional handling of all business

**For Employment Consideration Submit the Following:**

- District application, with list of references
- Resume with all applicable experience listed
- Copy of current DMV driving record print-out

Linden County Water District strives to provide the most effective and professional service for our customers. LCWD is an equal opportunity employer.