



FAIRVIEW WATER DISTRICT

403 Marolf Loop Road

Tillamook, OR. 97141

503-842-4333 / fax 503-842-3833

Office@fairviewwater.com

EMPLOYMENT APPLICATION

Fairview Water District is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital status, veteran status, disability, sexual orientation, or any other legally protected status.

Date application received: _____ Received by: _____
(OFFICE USE ONLY)

PERSONAL INFORMATION

First Name: _____ Middle initial: _____ Last Name: _____

Address: _____ City: _____ State: _____

Home Phone: _____ Cell Phone: _____ Email: _____

EDUCATION

List your education or training including high school, college, business, technical, correspondence, on-line, military service schools, etc.

High School _____ Highest year completed (circle) 9 10 11 12

Location _____ graduated/GED yes no

Type of courses _____

ADDITIONAL SCHOOLING

School Name and Location: _____

Dates of Attendance	Course Titles or Major Field	Degree or Certificate received
From: _____ to _____	_____	_____

School Name and Location: _____

Dates of Attendance	Course Titles or Major Field	Degree or Certificate received
From: _____ to _____	_____	_____

WORK EXPERIENCE

Begin with your present position or, if unemployed, your most recent position. Be accurate and account for all of your time.
Include all military, non-paid, or volunteer work related to the position.

Employer _____ Address _____

Phone _____

Your Title _____ Supervisor's Name and Title _____

Duties (be specific)

Worked:

From _____

To _____

Years _____ Months _____

full time part time

Hours per week _____

Starting salary \$ _____

Ending salary \$ _____

Reason for leaving _____

May we contact this employer? ___yes ___no

Employer _____ Address _____

Phone _____

Your Title _____ Supervisor's Name and Title _____

Duties (be specific)

Worked:

From _____

To _____

Years _____ Months _____

full time part time

Hours per week _____

Starting salary \$ _____

Ending salary \$ _____

Reason for leaving _____

May we contact this employer? ___yes ___no

Employer _____ Address _____

Phone _____

Your Title _____ Supervisor's Name and Title _____

Duties (be specific)

Worked:

From _____

To _____

Years _____ Months _____

full time part time

Hours per week _____

Starting salary \$ _____

Ending salary \$ _____

Reason for leaving _____

May we contact this employer? ___yes ___no

Employer _____ Address _____

Phone _____

Your Title _____ Supervisor's Name and Title _____

Duties (be specific)

Worked:
From _____
To _____
Years _____ Months _____
[] full time [] part time
Hours per week _____
Starting salary \$ _____
Ending salary \$ _____
Reason for leaving _____

May we contact this employer? ___yes ___no

Employer _____ Address _____

Phone _____

Your Title _____ Supervisor's Name and Title _____

Duties (be specific)

Worked:
From _____
To _____
Years _____ Months _____
[] full time [] part time
Hours per week _____
Starting salary \$ _____
Ending salary \$ _____
Reason for leaving _____

May we contact this employer? ___yes ___no

Indicate below, any additional remarks, special skills, specialized training or qualifications relevant to this position

WORK RELATED REFERENCES

List at least three people who can attest to your qualifications for this position:

<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Phone</u>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

PERSONAL REFERENCES

<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Phone</u>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
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PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED.

1. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments, or supporting documents may result in denial of employment or if already hired, then termination. And, I understand that I may be required to verify any and all information submitted.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that as allowed by law and/or policy, the Fairview Water District may check my criminal background information, DMV information, references, education, certification, licenses, and/or any other source of information that might provide information about my suitability and qualifications for employment with the Fairview Water District. I understand that as the recruitment progresses I may be required to provide additional information in order that a thorough background check can be completed.
4. As allowed by law and/or policy, I agree to undergo any drug and/or alcohol testing that the Fairview Water District may require.
5. I certify that I have fully, accurately, and completely answered all questions, and have given all information requested in the application materials. I certify that I have not withheld any information relative to my application for employment. I understand that any wrong or incomplete information in my application materials may disqualify me for further consideration of employment, or, if discovered after I am hired, may be grounds for my dismissal.
6. I understand that all application-related information is subject to verification by the Fairview Water District, and hereby give my consent to the Fairview Water District to investigate my background and qualifications using any means, sources, and outside investigators at its disposal.
7. I understand that submission of this application does not necessarily mean that I will be hired. I understand and agree that, if hired, my employment relationship with the Fairview Water District will be "at-will". That means that either I or the Fairview Water District may terminate this relationship at any time, for any reason, with or without cause or notice.
8. I authorize any of the persons or organizations referenced in this application, otherwise provided by me, otherwise provided by any person as developed through my employers and/or references, or otherwise provided by any other source, to give you any and all information concerning my previous employment, education, character, or any other information they might have, personal or otherwise, with regards to any of the subjects covered in my application materials. I release all such parties from all liability from any damages which may result from furnishing such information.

I understand that this completed application, and any other materials submitted, are the property of the Fairview Water District and will not be returned. I understand that I must notify the Fairview Water District of any changes to my contact information.

I have read and understand the above information.

Applicants Signature: _____ Date: _____