



EMPLOYMENT APPLICATION
An Equal Opportunity Employer

TDPUD Human Resources
11570 Donner Pass Road
Truckee, CA 96161
(530) 582-3903 / (530) 587-5056 fax

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Cell Phone: _____

Email address: _____ Date: _____

Have you ever been employed by TDPUD? Yes No

If yes, when? _____

List any relatives currently employed or serving on the Board of Directors at the TDPUD:

Position(s) Applied For:

1) _____ 2) _____ 3) _____

Position status: Full-Time, Regular Part-time, Regular Temporary Seasonal

Please note any days or hours you cannot or prefer not to work: _____

Date available to begin work: _____

Do you understand the requirements of the job(s) for which you have applied? Yes No

Can you perform the requirements of the job(s) with or without reasonable accommodations? Yes No

Can you, after an offer of employment, submit verification of your legal right to work in the U.S.? Yes No

How did you hear about us?

- Newspaper Employee Referral
- Relative Internet
- Other (Please list)

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? Yes No

School Name College/Technical/Vocational/Other	Location	Credits Earned	Diploma, Degree or Certificate	Major / Field of Study

CERTIFICATION AND LICENSES

List driver's license and other current licenses, certifications or registrations for the position(s) for which you are applying.

Type	Date Issued	Date Expires	Entity

SKILLS

- Describe any additional education or training you have had which you feel is relevant to the position(s) for which you are applying.
- List office equipment and computers that you can operate.
- List field equipment and instruments which you have operated or are trained to operate.

OTHER INFORMATION

Have you ever been disciplined in your employment related to workplace violence? Yes No

If yes, please explain: _____

EMPLOYMENT HISTORY

List employers for the past 10 years, starting with the most recent. Use a separate block for each position. DO NOT use references such as "See Resume" in place of completing this section

May we contact all employers listed? Yes No

Employer: _____ Position/Job Title: _____

Address: _____

From (Mo/Yr) _____ To (Mo/Yr) _____ Full-Time (40+ hrs/wk) Part-Time (<40 hrs/wk)

Supervisor's Name/Title _____ Phone: _____ Salary: _____

Related Duties :

Reason for leaving: _____

Employer: _____ Position/Job Title: _____

Address: _____

From (Mo/Yr) _____ To (Mo/Yr) _____ Full-Time (40+ hrs/wk) Part-Time (<40 hrs/wk)

Supervisor's Name/Title _____ Phone: _____ Salary: _____

Related Duties :

Reason for leaving: _____

Employer: _____ Position/Job Title: _____

Address: _____

From (Mo/Yr) _____ To (Mo/Yr) _____ Full-Time (40+ hrs/wk) Part-Time (<40 hrs/wk)

Supervisor's Name/Title _____ Phone: _____ Salary: _____

Related Duties :

Reason for leaving: _____

Employer: _____ Position/Job Title: _____

Address: _____

From (Mo/Yr) _____ To (Mo/Yr) _____ Full-Time (40+ hrs/wk) Part-Time (<40 hrs/wk)

Supervisor's Name/Title _____ Phone: _____ Salary: _____

Related Duties :

Reason for leaving: _____

Employer: _____ Position/Job Title: _____

Address: _____

From (Mo/Yr) _____ To (Mo/Yr) _____ Full-Time (40+ hrs/wk) Part-Time (<40 hrs/wk)

Supervisor's Name/Title _____ Phone: _____ Salary: _____

Related Duties :

Reason for leaving: _____

ADDITIONAL INFORMATION

Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other information that is not included in this employment application.

REFERENCES

Please list references that are job related (i.e. co-workers), not related to you.

Name	Relationship/Occupation	Telephone	Years Known

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the boxes to indicate you have read and understand each of the statements. If you have questions, contact Human Resources.

_____ Following an offer of employment, I will submit verification of my legal right to work in the United States.

_____ If offered a position, I give the Truckee Donner Public Utility District permission to conduct a background check on me as part of the employment process.

_____ If offered a position, I will be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory, or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination, and/or related considerations of reasonable accommodation, or fitness for duty. I understand that I may not begin employment until the District has received the results of my physical examination and drug screen.

_____ If hired, I agree to comply with current District rules and policies and accept that the District may change, add, or withdraw rules and/or policies in the future during the course of my employment.

_____ I authorize the Truckee Donner Public Utility District to contact any employer or individual that I have listed on my employment application, resume and or mentioned in job interviews, to obtain from them relevant information regarding my previous employment, military service, criminal history, characteristics or traits, or other qualifications for employment and/or continued employment with the TDPUD. I further authorize the District to contact any entity for job-related information regarding education, licenses, and/or certificates which I may currently hold or may have held in the past. I hereby release the TDPUD, its agents and any person or entity that provides or receives information pursuant to this application from any and all liability and any damages which may arise there from.

_____ I further understand this consent will apply during the course of my employment with TDPUD, should I obtain such employment. I understand and agree that this consent shall remain in effect indefinitely.

CERTIFICATION BY APPLICANT:

I certify that all statements made on this application are true. I understand and agree that if I am offered employment, any misrepresentation or omission of facts on my application or interview(s) may be considered sufficient cause for termination. I agree that, if employed, I will abide by and observe all policies, procedures, rules and regulations of the District.

Signature of Applicant _____

Date _____