



# Laguna Beach County Water District

## Application for Employment

306 Third Street, Laguna Beach, CA 92651  
 www.LagunaBeachWater.com

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital status, veteran status or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Human Resources. **Please complete application in its entirety.**

Position Applying For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes  No

Do any of your friends or relatives work here? *(District policy prohibits the hiring of relatives)* .....  Yes  No

Please list their names and your relationship: \_\_\_\_\_  
 \_\_\_\_\_

Are you currently employed? .....  Yes  No

Date available for work? \_\_\_\_\_ What is your desired salary? \_\_\_\_\_

How did you hear about the position? Please specify: \_\_\_\_\_

### EDUCATIONAL BACKGROUND

Last High School	City & State/Country	Did you graduate/obtain a GED? <input type="radio"/> Yes <input type="radio"/> No		
Colleges or Universities	City & State/Country	Major	Total units of credit earned	Degree(s)
Other Courses or Training	Institution	Length	Certifications	

# EMPLOYMENT HISTORY

Please provide employment history starting with your most recent employer. Please complete this section even if attaching a resume.

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title(s): \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title(s): \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title(s): \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title(s): \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADDITIONAL SKILLS & QUALIFICATIONS

Describe specialized training, including job related military service assignments, apprenticeships, skills, and extra-curricular, professional, trade, business, civic or volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

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## REFERENCES

Name	Telephone	Relationship	Years Known
1. _____			
2. _____			
3. _____			

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete, and I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby release Laguna Beach County Water District ("District"), my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the District is of an "at will" nature, which means that the employee may resign at any time and the District may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically made in writing and signed by the General Manager of the District.

I understand that no representative of the District has any authority to enter into any agreement for employment or make commitments or promises, or assure any benefit terms and conditions of employment, unless such are made in writing and signed by the General Manager of the District.

I understand that employment is contingent upon successful completion of a pre-employment medical examination, including a drug screen; background check; Valid California Drivers License and proof from the Department of Motor Vehicles of a good driving record free from accidents and serious traffic violations for two (2) years, and I agree to sign release of information authorization forms.

I understand that in order to comply with the Immigration and Control Act, all offers of employment are contingent upon submission of proof of identity and work eligibility or a receipt showing application for the appropriate document within three days of hire and the required document itself within 21 days.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Return completed applications to: Laguna Beach County Water District, Attn: Human Resources, PO Box 987, Laguna Beach, CA 92652 or [Amiller@lbcwd.org](mailto:Amiller@lbcwd.org). Completed applications are kept on file for a period of 6 months from date received. Thank you for your interest in employment at Laguna Beach County Water District.