

**Bay Area Water Supply and Conservation Agency
(BAWSCA)**

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San Mateo, CA 94402

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EMPLOYMENT APPLICATION

Applicants are considered without regard to race, color, religion, sex, actual or perceived sexual orientation, national origin, marital status, or the presence of a non-job-related mental or physical disability.

IT IS IMPORTANT THAT YOU ANSWER ALL QUESTIONS

Personnel Use Only

- Accept
- Cond.
- No
- Exper.
- Educ.
- CDL
- Late

Date Stamp

Position for which you are applying: _____

YOUR NAME (Please print or type) _____
Last First Middle
Other Name(s) Under Which You Have Worked _____

YOUR ADDRESS

Number Street City State Zip

TELEPHONE NUMBERS

Home Phone Cell Phone Work Phone

Are you a Citizen of the United States or, if you are not a U.S. citizen, have you proof of the legal right to remain and work in the U.S.? Yes No
E-mail Address _____

Do you have any relatives who are permanent BAWSCA employees? Yes No

Do you have a valid California Driver's License? Yes No

Has your License been revoked or suspended in the past 5 years? Yes No

Besides convictions for marijuana-related offenses that are more than two years old, have you ever been convicted of an offense other than minor traffic violations? Yes No
If yes, give date, place, offense and outcome: _____

(Answering "yes" does not constitute an automatic bar to employment. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered. Please exclude convictions that were sealed, expunged or statutorily eradicated and any misdemeanor for which probation was successfully completed or otherwise discharged and that has been judicially dismissed.)

Are you currently under arrest pending trial? Yes No

If yes, describe how it will affect your availability for work, if at all: _____

Have you ever been discharged from any employment or resigned in lieu of discharge? Yes No

If answer is YES, please explain:

Can you perform the essential requirements of the position you are applying for with or without a reasonable accommodation: Yes No

(Note: BAWSCA complies with the ADA and other federal and state law and considers reasonable accommodation measures that may be necessary for eligible applicants and employees to perform essential functions of their jobs.)

EMPLOYMENT

Instructions: (No resumes in lieu of application)

1. List present or most recent position first.
2. Account for all time (including military service) for at least the past 10 years.
3. Include all paid and unpaid experience that you feel qualifies you for this position.
4. If more space is needed, attach extra sheets.

| | | |
|--|--|--|
| May We Write or Call About Your Qualifications? | | Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Your Past Employers? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dates of Employment (Month/Year) From: To: | Exact Title of Your Position | Hrs. Per Wk Earnings \$ per |
| Name of Firm or Organization | Address of Employer (include City and State) | Phone Number |
| Type of Business or Organization | Name and Title of Immediate Supervisor | Are You Still Employed? |
| No. of Employees You Supervise(d) | Titles or Jobs of Those You Supervise(d) | |
| Describe Your Duties: _____ _____ _____ _____ | | |
| Dates of Employment (Month/Year) From: To: | Exact Title of Your Position | Hrs. Per Wk Earnings \$ per |
| Name of Firm or Organization | Address of Employer (include City and State) | Phone Number |
| Type of Business or Organization | Name and Title of Immediate Supervisor | Are You Still Employed? |
| No. of Employees You Supervise(d) | Titles or Jobs of Those You Supervise(d) | |
| Describe Your Duties: _____ _____ _____ _____ | | |
| Dates of Employment (Month/Year) From: To: | Exact Title of Your Position | Hrs. Per Wk Earnings \$ per |
| Name of Firm or Organization | Address of Employer (include City and State) | Phone Number |
| Type of Business or Organization | Name and Title of Immediate Supervisor | Are You Still Employed? |
| No. of Employees You Supervise(d) | Titles or Jobs of Those You Supervise(d) | |
| Describe Your Duties: _____ _____ _____ _____ | | |

EDUCATION

| HIGHEST GRADE COMPLETED (Please check) | | | | | | |
|--|----------------------------|--|--|--|-----------------------------|---------------------|
| Grade School | | High School | | College/University | | |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | |
| <input type="checkbox"/> 7 | <input type="checkbox"/> 8 | <input type="checkbox"/> 9 | <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 | |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | |
| <input type="checkbox"/> 7 | <input type="checkbox"/> 8 | | | | | |
| SCHOOLS ATTENDED | | | | | | |
| Last High School | City & State/Country | Did You Graduate? | | Do You Have a High School Equivalency Certificate (GED)? | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Colleges or Universities | City & State/Country | Major | | Total Units of Credit Earned | | Degree(s) Conferred |
| | | | | SEM | QTR | |
| | | | | | | |
| | | | | | | |
| Other Courses or Training | Institution | Length | Completed Satisfactorily? | Date Completed (Month/Year) | | |
| | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| Licenses or Certificates obtained which relate to the position for which you are applying: | | | | | | |
| | | | | | | |
| | | | | | | |
| List professional, trade, business or civic activities and offices held which relate to the position for which you are applying. (You may exclude those which indicate any protected category such as race, color, religion, sex or national origin.) | | | | | | |
| | | | | | | |
| | | | | | | |
| <p>I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any admission or misstatement of material fact on this application or 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.</p> <p>I hereby authorize BAWSCA to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize my former employers to disclose to BAWSCA any and all letters, reports and other information related to my work records without giving me prior notice of such disclosure. In addition, I hereby release BAWSCA and its agents, my former employers and their agents, and all other persons, corporations, partnerships and associations from any and all liability for damages that may result from furnishing this information, as well as the use or disclosure of this information.</p> <p>If I am selected for employment, I understand that all BAWSCA employment is at-will. I understand that nothing contained in the application or conveyed during any interview that may be granted is intended to create an employment contract between me and BAWSCA.</p> | | | | | | |
| SIGNATURE OF APPLICANT | | | _____ | | | |
| | | | Sign Your Name In Full, Including Middle Name | | Date | |

VOLUNTARY EMPLOYMENT QUESTIONNAIRE

Applicant: Please complete this questionnaire as part of your application. This information is confidential, will be separated from your application and not used for any selection decision. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our equal employment opportunity efforts.

Name: _____ Date: _____ Position Applied for: _____

Are you: Male or Female? Are you age 40 or over? Yes No

Where did you hear about this job opening? _____

Ethnic Background: Check one box

- White (not of Hispanic origin): all persons in any of the original peoples of Europe, North Africa or the Middle East.
- Black (not of Hispanic origin): all persons having origins in any of the Black racial groups of Africa.
- Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander: all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. These areas include, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native: all persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

A person with a disability is anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activities, *i.e.*, walking, seeing, hearing, speaking, working or learning; or
2. has a record of such impairment; or
3. is regarded as having such an impairment.

Are you disabled according to any of the above definitions? Yes No

Are you a Veteran with a disability? Yes No

Are you a Vietnam Era Veteran? Yes No
