

► Please complete all sections regardless of whether you attach a résumé. Please print or type.

Name \_\_\_\_\_

Address Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

\_\_\_\_\_ Number and street

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

\_\_\_\_\_ Business phone \_\_\_\_\_ Home phone

E-mail \_\_\_\_\_

List any former names under which you have worked or attended school:

\_\_\_\_\_

I am applying for the position of: \_\_\_\_\_

I have word processing and/or computer experience on \_\_\_\_\_ Hardware

\_\_\_\_\_ and have used \_\_\_\_\_ Software programs

\_\_\_\_\_

**For clerical applicants only:** I certify that I can type at a speed of \_\_\_\_\_ wpm.

<u>Education</u>	Name and location of college or university; business, correspondence, trade, or service school	Course of study	Type of degree or certificate received <i>(If none, enter "None.")</i>	If no degree received, enter number of units completed	
				Semester units	Quarter units

Currently valid certificates of professional or vocational competence, licenses and expiration dates, memberships in professional associations  
*(You may exclude those that indicate race, creed, sex, marital status, age, color, national origin, or physical handicap):*

\_\_\_\_\_

High school graduate .....  Yes  No

G.E.D. ....  Yes  No

Were you ever discharged or rejected during probation, or have you resigned under threat of discharge or unfavorable circumstances from any employment? You may omit any incident occurring over 10 years ago.

Yes\*  No

*\*If your answer is yes, give details:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


\_\_\_\_\_

It is the policy of Reclamation District 1000 to only hire United States citizens and aliens authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.

**Please complete both sides of this application and return to:**

Reclamation District 1000  
Attn: General Manager  
1633 Garden Highway  
Sacramento, CA 95833

RD 1000 App 2/13/18



Experience

► **Please complete all sections regardless of whether you attach a résumé.** Begin with your most recent experience. List all experience in the last 10 years, including U.S. military service. Give details on the work experience that you believe meets the minimum requirements for this position. If necessary, go back more than 10 years to demonstrate your qualifications. For each job worked, show actual time (number of hours per day or per week) spent in such experience. Also, list any volunteer experience that you believe helps you meet the requirements of the job for which you are applying.

Period of employment	Job classification and most important duties performed	Name and address of employer
From _____ To _____ ___ / ___ / ___    ___ / ___ / ___ Total: _____ years    _____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: _____ Duties: _____ No. of employees supervised: _____ Reason for leaving: _____	Supervisor's name: _____ Supervisor's phone: _____ OK to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
From _____ To _____ ___ / ___ / ___    ___ / ___ / ___ Total: _____ years    _____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: _____ Duties: _____ No. of employees supervised: _____ Reason for leaving: _____	Supervisor's name: _____ Supervisor's phone: _____ OK to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
From _____ To _____ ___ / ___ / ___    ___ / ___ / ___ Total: _____ years    _____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: _____ Duties: _____ No. of employees supervised: _____ Reason for leaving: _____	Supervisor's name: _____ Supervisor's phone: _____ OK to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Certification by Applicant

Read carefully before signing. I acknowledge that Reclamation District 1000 is an "at-will" employer. This means that both the employer and the employee have the right to terminate employment at any time, with or without notice and with or without cause.

I certify that all statements made in this application are true and accurate to the best of my knowledge. I agree and understand that any misstatements made in this application and any attachments, or omission of material fact, may result in termination of my potential or actual employment with Reclamation District 1000. Unless otherwise noted, I authorize the investigation of all statements given in this application, including contacting employers.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

