



Human Resources

Mailing Address:
P.O. Box 719003
Santee, CA 92072-9003
www.padredam.org

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Employment Application

| | | | | | | | |
|--|--|---|-------------------------|--|-------|---|-----|
| Last Name | | First Name | | Middle Name | | Today's Date | |
| Any other names under which you have worked? | | | Preferred Message Phone | | | E-Mail | |
| Street Address | | | City | | State | | Zip |
| What position are you applying for? | | | Desired Starting Salary | Your Availability | | Are you willing to work overtime? | |
| | | | \$ | <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Why are you interested in this position? | | | | | | | |
| How did you hear about this position? | | Do any of your relatives work at Padre Dam? (Does not automatically exclude you from employment.) | | | | Can you provide proof of your legal right to work in the U.S? | |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Education

| | | | | | |
|---|--|-------|--|----------------|--|
| High School (name and location) Name: Location: | | Major | | Degree/Diploma | |
| College/University/Trade School Name: Location: | | Major | | Degree/Diploma | |
| College/University/Trade School Name: Location: | | Major | | Degree/Diploma | |
| Other Education/Training Name: Location: | | Major | | Degree/Diploma | |

List all licenses and special training, skills, and machines you operate, etc. related to the position you are seeking.

Employment History

Beginning with your present or last position, list the four most recent jobs you have held, including a summary of major duties and computer hardware/software use that relate to the position for which you are applying. If you need more space to describe other positions where you developed relevant experience, attach a page outlining that employment and experience. Include military experience that may relate to the position you are seeking. If you have a resume, attach it to this application. **You may not refer to your resume in lieu of completing this application.**

| | | | |
|---|----------------|------------------------|---|
| Employer Name | | Type of Business | |
| Address | | Phone | Are you eligible to be rehired? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Your Dates of Employment From: _____ To: _____ | | Starting Pay | Ending Pay |
| Starting Job Title | Last Job Title | Your Supervisor's Name | May we contact her/him? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for Leaving | | | |
| Please Describe Job Duties | | | |

| | | | |
|---|----------------|------------------------|---|
| Employer Name | | Type of Business | |
| Address | | Phone | Are you eligible to be rehired? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Your Dates of Employment From: _____ To: _____ | | Starting Pay | Ending Pay |
| Starting Job Title | Last Job Title | Your Supervisor's Name | May we contact her/him? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for Leaving | | | |
| Please Describe Job Duties | | | |

| | | | |
|---|----------------|------------------------|---|
| Employer Name | | Type of Business | |
| Address | | Phone | Are you eligible to be rehired? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Your Dates of Employment From: _____ To: _____ | | Starting Pay | Ending Pay |
| Starting Job Title | Last Job Title | Your Supervisor's Name | May we contact her/him? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for Leaving | | | |
| Please Describe Job Duties | | | |

| | | | |
|---|----------------|------------------------|---|
| Employer Name | | Type of Business | |
| Address | | Phone | Are you eligible to be rehired? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Your Dates of Employment From: _____ To: _____ | | Starting Pay | Ending Pay |
| Starting Job Title | Last Job Title | Your Supervisor's Name | May we contact her/him? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for Leaving | | | |
| Please Describe Job Duties | | | |

Please describe any periods of time not accounted for in your Employment History, including any periods of unemployment. (Attach additional pages if needed.)

Summarize prior relevant experience that qualifies you for the position you are seeking. Including information that you want us to know about you that will help us evaluate your qualifications. (Attach additional pages if needed.)

Which of all your professional assets (background, experience, skills, abilities, etc.) do you feel is most valuable as a potential employee of Padre Dam? Why? (Attach additional pages if needed.)

In what way does this position fit into your overall career plans? Please explain. (Attach additional pages if needed.)

Have you ever been convicted of a crime? * Yes No
**Do not include* misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.

If your response is "Yes," please explain the circumstances of the conviction below. Padre Dam will not deny employment to any applicant solely because the person has been convicted of a crime. Each case will be evaluated upon its own facts and merits.

I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for herein may be sufficient cause for cancellation of consideration or dismissal from Padre Dam service if I have been employed.

I agree that Padre Dam Municipal Water District and my previous employers shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsification of the statements and answers in this application form. If I am employed, I understand that additional personal data will be required for statistical purposes.

I further understand that any offer of employment is contingent upon my taking and passing a drug and alcohol test to be given by Padre Dam at its expense.

I hereby acknowledge that I have read the above statement and understand it.

Notice to Applicant: Commitment to a Drug-Free Workplace

In conjunction with the Drug-Free Workplace Act, Padre Dam Municipal Water District is committed to maintaining a drug-free work environment. To that end, any offer of employment with Padre Dam will be contingent upon the candidate successfully passing a pre-employment drug/alcohol screen.

I understand and agree that if I am subsequently offered employment with Padre Dam Municipal Water District, I will submit to a pre-employment drug/alcohol screen and that any offer of employment is contingent upon my successful passing of same.

I hereby acknowledge that I have read the above statement and understand it.

It is the policy of Padre Dam Municipal Water District to recruit, hire and promote for all job classifications without regard to race, religion, creed, color, national origin, ancestry, sex, sexual orientation, gender, marital status, pregnancy, physical or mental disability, medical condition, or age.



**** Assistance for applicants with disabilities: Padre Dam does not discriminate on the basis of disability in employment, admission to, access to, or operation of its programs, services, or activities. If you are disabled and need an accommodation to participate in the testing and interview process, please notify us immediately. This notice is available in alternative formats. Questions or requests for additional information or accommodations under the Americans With Disabilities Act (ADA) may be forwarded to our ADA Coordinator, Michael Byrd, at 619.258.4678 or mbyrd@padre.org.****

THIS APPLICATION IS NOT COMPLETE UNTIL YOU HAVE ANSWERED THE FOLLOWING SUPPLEMENTAL QUESTIONS.

Review the following questions and write your responses within the space provided.

1. Briefly describe your experience in working with water distribution systems. What classification was it? How many customers did the system serve? How many reservoirs and pump stations did it include?

2. Discuss your experience and some of the actions that you have implemented while working during an emergency, such as water main breaks, pump station failures, sewer spills, etc.

3. Discuss your training and experience in the area of supervision and leadership. Describe any leadership training you have had, and how you have applied it?

4. There are many different ways to communicate: in person, by phone, via e-mail, etc. Describe your method of communication when working with multiple work groups, management and customers. How do you adapt your communication style to best motivate your team? What is your favorite means of communication to use with your co-workers and supervisor? Why?