

**Application for Employment
Jurupa Community Services District**



11201 Harrel Street
Mira Loma, CA 91752
www.jcsd.us
(951) 685-7434

Jurupa Community Services District will provide equal opportunity to all employees and applicants for employment without regard to race, color, age, national origin, sex, religious belief, marital status, medical condition, physical disability, mental disability, sexual orientation, or any other manner prohibited by law.

A résumé will not be accepted in lieu of this completed Application Form and may be included only as a supplement.

Position applying for: _____

How were you referred to us? Direct Contact District Employee District Job Line EDD

Job Trak Jobs Available Newspaper – Please specify: _____

Other – please specify: _____

Last Name		First Name		Middle Name	
Street Address		City		State	Zip Code
Telephone Number Include Area Code		Home	Message		

Are you under the age of 18 years? Yes No If under 18, you will be required to furnish a work permit.

Do you have relatives currently employed by the District? This information is used to prevent placement that may create conflicts of interest. Yes No

If yes, indicate the employee's name and relationship _____

Have you ever worked for the District? Yes No If yes, when? _____

Have you ever been a member of Cal Pers? Yes No

Have you ever been convicted of a felony? Yes No

Convictions will not necessarily disqualify you from employment. If yes, describe conditions:

Employment Experience

1. List your most recent employment first. 2. List all experience, paid or voluntary. 3. Use different blocks for different jobs with the same employer. 4. If more space is required, continue on a separate sheet.

Employer		Start Date	End Date
Name and Title of Supervisor	Address		
Phone Number (include area code)	Hourly Wage	Job Title	
Job Duties			
Reason for Leaving			

May we contact the employer for reference? Yes No

Employer		Start Date	End Date
Name and Title of Supervisor	Address		
Phone Number (include area code)	Hourly Wage	Job Title	
Job Duties			
Reason for Leaving			

May we contact the employer for reference? Yes No

Employer		Start Date	End Date
Name and Title of Supervisor	Address		
Phone Number (include area code)	Hourly Wage	Job Title	
Job Duties			
Reason for Leaving			

May we contact the employer for reference? Yes No

For reference checking purposes, list other names under which you have worked or attended school:

Education and Training

Did you graduate from high school? Yes No

If you did not graduate from high school, do you possess a GED or equivalent? Yes No

College, University, Technical, or Vocational Education

Name	City/State	Graduate?	Degree Or Certificate Received
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Professional License or Certification

Title	Number
Issued By	Expiration Date
Title	Number
Issued By	Expiration Date
Title	Number
Issued By	Expiration Date

Special Skills and Qualifications

Summarize special job related skills and qualifications acquired from employment or other experience. Include equipment operated and licensed for, computer skills, typing speed, etc.

References

Give the name, address, and telephone number of three references that are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Applicant's Certification

I certify that the information contained in this employment application and any related documents I am submitting is true and complete and understand that falsification of this information is grounds for refusal to hire, or if hired, termination of employment.

I understand that an offer of employment is contingent on successful completion of a physical examination, at the expense of Jurupa Community Services District, to determine if I am physically able to perform the essential job duties of the position I am applying for, with or without reasonable accommodation. I further understand that the physical examination includes alcohol and drug testing, and I agree to sign a release authorizing the health professional performing the drug screening to release the results of the drug screening to Jurupa Community Services District. I further understand that an offer of employment may also be contingent on my supplying the District with an original, current (no more than two weeks prior to the date of the conditional offer), acceptable Driver License Report from the DMV, and a valid California Driver License.

If accepted for employment, I understand I must submit verification of my legal right to work in the United States.

I understand that this Certification is not an offer of employment by Jurupa Community Services District or a contract for employment with the District. I further understand that Jurupa Community Services District operates under an At-Will Employment Policy for probationary and temporary employees and this Certification does not alter or affect that policy in any manner whatsoever.

I hereby agree with and consent to all of the foregoing in consideration of Jurupa Community Services District considering me for employment.

Applicant's Signature

Date

****Application can be signed during interview process.***

Jurupa Community Services District

APPLICANT NOTIFICATION

In conjunction with your application for employment with us, we utilize the services of EMPLOYEE RELATIONS, INC. to conduct a background investigation regarding your character, general reputation, personal characteristics, and mode of living. The investigative report may be comprehensive and include inquiry into past employment, education and activities, including, but not limited to public records, credit history, criminal background information and driving record.

EMPLOYEE RELATIONS, INC. will, to the extent permitted by law, upon request, reasonable notice, and proper identification, provide you with information that was used in generating the report.

EMPLOYEE RELATIONS, INC. can be contacted at:

EMPLOYEE RELATIONS, INC.
20720 VENTURA BOULEVARD, SUITE 200
WOODLAND HILLS, CA 91364
(818) 997-9129
OR BY EMAIL TO: complianceofficer@erelations.com