



# Application for Employment LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

Mail Completed Applications to:

P.O. Box 700, Lake Arrowhead, CA 92352

Fax: (909) 337-3165

Email Completed Applications to:

humanresources@lakearrowheadcsd.com

Drop Off Completed Applications to:

27307 State Highway 189, Blue Jay, CA 92317

*We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or military status, the presence of a non-job-related medical condition or handicap or any other legally protected status*

<b>Position(s) Applied For</b>	<b>Date of Application</b>		
<b>How Did You Learn About Us?</b>			
<input type="checkbox"/> Website	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Newspaper Please indicate which newspaper: _____
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other	

PLEASE PRINT CLEARLY AND LEGIBLY

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number(s)</b>		<b>Social Security Number</b>	
<b>Email Address (Optional)</b>			

**If you are under 18 years of age, can you provide required proof of your eligibility to work?**

Yes  No

**Have you ever filed an application with us before?**

Yes  No

If Yes, give date \_\_\_\_\_

**Have you ever been employed with us before?**

Yes  No

If Yes, give date \_\_\_\_\_

**Are you currently Employed?**

Yes  No

**May we contact your present employer?**

Yes  No

**Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?**

Yes  No

Proof of citizenship or immigration status will be required upon employment.

**On what date would you be available for work?**

\_\_\_\_\_

**Are you available to work:**  Full Time  Part Time

Shift Work  Temporary

**Are you currently on "lay-off" status and subject to recall?**

Yes  No

**Can you travel if a job requires it?**

Yes  No

# Education

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

<p>List professional, trade, business or civic activities and offices held.</p> <p><i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.</i></p>

# References

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

Name	Address	Phone #
1.		
2.		
3.		

Have you ever had any job-related training in the United States military?  Yes  No

If Yes, please describe \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  Yes  No

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer		Dates Employed		<b>Work Performed</b>
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		<b>Work Performed</b>
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		<b>Work Performed</b>
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		<b>Work Performed</b>
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

<p><b>Special Skills and Qualifications</b></p> <p><i>Summarize special job-related skills and qualifications acquired from employment or other experience.</i></p>
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# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" employment relationship the Employee may resign at any time and the Employer 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 acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

**Signature of Applicant**

**Date**



## Background Investigation Policy

All successful employment candidates will be required to provide authorization for a Background Investigation after a conditional job offer has been made. Investigation will be performed by an independent consumer reporting agency, in compliance with the Fair Credit Reporting Act. Investigation may include: - License and Certification verification - Criminal history search of Superior and Municipal Courts - Criminal history search of Federal District Court - Sexual Offender Identification - Released Inmate Search - Military Service verification - Investigation on character, general reputation, personal characteristics, work habits, performance and experience. In addition, the following pre-employment checks will be performed: - Reference Check - including reasons for termination of employment - Credit Check (if job related) - DMV Record - D.O.T. Past Employer Drug/Alcohol History (if job related) - Pre-Employment Drug Screen - Pre-Employment Job Related Medical Exam Failure to consent to a background investigation when an offer of employment has been extended will result in the employment offer being withdrawn.