

**Marina Coast Water District**  
**11 Reservation Road, Marina, CA 93933**  
**(831) 384-6131 Fax (831) 883-5995**

**Application for Employment**

Position Applied for \_\_\_\_\_ Salary Expected \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Cell

Telephone Number ( ) \_\_\_\_\_  
Business

Résumé Attached Yes / No

Have you ever applied for employment with the MCWD? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been employed with the MCWD? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, state dates, positions

Are you legally eligible for employment in this Country? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(Proof of citizenship or immigration status will be required upon employment.)*

Are you willing to take a physical examination? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(Employment offer is contingent on applicant passing a job-related physical examination and drug testing)*

Referred by

State names of relatives or friends working for MCWD. *(Employed relative does not exclude application from employment, but is used to prevent placement, which would require evaluation or supervision between relatives.)*

**Education**

Name and Location of School	Course of Study	# of Years Completed	Did you Graduate?	Degree or Diploma

Beginning with your present or most recent position, please list employment history for the last ten years, including all of the information requested. If you have a résumé, please attach to application as well.

1.) From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of Employer

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Telephone Number (\_\_\_\_\_) \_\_\_\_\_ May we contact? \_\_\_\_ Yes \_\_\_\_ No  
Immediate Supervisor and Title

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Starting Title Starting Salary \$

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Ending Title Ending Salary \$

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Description of Duties:

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*Reason for Leaving*

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2.) From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of Employer

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Telephone Number (\_\_\_\_\_) \_\_\_\_\_ May we contact? \_\_\_\_ Yes \_\_\_\_ No  
Immediate Supervisor and Title

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Starting Title Starting Salary \$

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Ending Title Ending Salary \$

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Description of Duties:

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*Reason for Leaving*

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3.) From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of Employer

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Telephone Number (\_\_\_\_\_) \_\_\_\_\_ May we contact? \_\_\_\_ Yes \_\_\_\_ No  
Immediate Supervisor and Title

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Starting Title Starting Salary \$

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Ending Title Ending Salary \$

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Description of Duties:

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*Reason for Leaving*

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4.) From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of Employer

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Telephone Number (\_\_\_\_\_) \_\_\_\_\_ May we contact? \_\_\_\_ Yes \_\_\_\_ No  
Immediate Supervisor and Title

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Starting Title Starting Salary \$

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Ending Title Ending Salary \$

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Description of Duties:

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*Reason for Leaving*

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Skills and Qualifications – Summarize Special Skills, Qualifications, or Languages, acquired from employment or other experiences that may qualify you for work with the Marina Coast Water District.

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Membership in professional or civic organizations (exclude those which may disclose your race, religion, or national origin.)

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**Military** - Complete this section if you have served in the armed forces.

Branch of Service \_\_\_\_\_ Period of Active Duty \_\_\_\_\_ to \_\_\_\_\_

Date and Rank of Final Discharge \_\_\_\_\_

Type of Discharge \_\_\_\_\_ Reserve Status \_\_\_\_\_

Describe your duties and any special training: \_\_\_\_\_

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**References** – Please provide information for three (3) professional references that are not related to you.

1.) Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Business \_\_\_\_\_ Years Known \_\_\_\_\_

2.) Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Business \_\_\_\_\_ Years Known \_\_\_\_\_

3.) Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Business \_\_\_\_\_ Years Known \_\_\_\_\_

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In case of emergency, notify (name, relationship, address, telephone number)

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Have you ever been convicted of any crime in the past ten years, which resulted in imprisonment, probation, payment of a fine, forfeiture or bail of \$100 or more? (*Conviction does not automatically exclude you from consideration or employment.*) No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, describe in full.

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Do you drive an automobile? Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

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I hereby declare the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. I further declare that I, the undersigned applicant, have personally completed this application. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize investigation of all statements and contact with references contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between me and the District. In addition, I understand and agree that if I am employed, pursuant to law, that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District designated representative.

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Applicant's signature

Date

All qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, religion, or physical handicap, sexual preference or sexual orientation. In addition, we encourage employment of veterans. Marina Coast Water District offers equal opportunity treatment to all employees and qualified applicants.