

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary employment?

When could you start work? _____

GENERAL

Last Name First Name Middle Name Telephone Number

Present Street Address City State Zip Code

Are you 18 years of age or older? Yes No
(If you are hired, you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest." Exclude minor traffic violations.) Yes No

If yes, give details _____
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business or employment outside of our job? Yes No

If yes, give details _____

EDUCATION

	List Name and Address of Schools	Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED			
College or University			
Subjects Studied			
Vocational or Technical			
Subjects Studied			

SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying? _____

What machines or equipment can you operate that are related to the job for which you are applying? _____

For Driving Jobs Only: Do you have a valid driver's license? Yes No

Driver's License Number _____ Class of License _____ State Licensed In _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes No

If yes, give details: _____

List professional, trade, business or civic activities and offices held.
(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, or other protected status.)

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Note: A job offer may be contingent upon acceptable references from current and former employers.

Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
Title	Duties				Supervisor(s)

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	From (mo/yr)	To(mo/yr)	Start	Final	
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	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
Title	Duties				Supervisor(s)

REFERENCES

Have you worked or attended school under any other names? Yes No

If yes, give names: _____

Are you presently employed? Yes No

If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain: _____

Give three references, not relatives or former employers.

Name	Address	Phone

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time.
Ask the organization's representative for details.

**Supplement to Application for Employment of Operations Employee for
Platte Canyon Water and Sanitation District**

- Please read the attached job description and list below any educational or work experience which would qualify you for the operator position.

- The maintenance employee position requires each operation's worker to be "on-call" on a revolving schedule that periodically changes. This aspect of the position requires the employee to carry a pager and be readily available to respond to service complaints and outages within 30 minutes on a 24-hour per day basis.

Please list (if any) any reasons or conflicts why you could not perform this service.

- Describe any experience you have using IBM compatible computers.

FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

Disclosure

As an applicant for employment or a current employee of Platte Canyon Water and Sanitation District, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, Platte Canyon Water and Sanitation District may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for employment, (2) when making a decision whether to offer you employment, (3) when deciding whether to continue your employment (if you are hired), or (4) when making other employment-related decisions directly affecting you.

For explanation purposes, a "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as Platte Canyon Water and Sanitation District.

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, associates or others with whom you are acquainted or who may have knowledge concerning any such items of information.

An investigative consumer report may be requested by the employer. You may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

Authorization

By signing below, I, _____, hereby voluntarily authorize *Platte Canyon Water and Sanitation District* to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at *Platte Canyon Water and Sanitation District*. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

Name

Date

Platte Canyon Water and Sanitation District

Pre-employment Statement



Please read carefully and sign the statement below

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of best knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Platte Canyon Water and Sanitation District's employ.
2. Any offer of employment I may receive from Platte Canyon Water and Sanitation District is contingent upon my successful completion of the District's receiving references that it considers satisfactory, and my satisfactory completion of any postoffer preemployment medical examination that the District may require. I also agree, if employed, to submit to a medical examination at any time at the District's request. I hereby consent to having test results of any postoffer preemployment or postemployment medical exams I may be required to take disclosed to Platte Canyon Water and Sanitation District.
3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Platte Canyon Water and Sanitation District. I hereby consent to having results of any such alcohol or drug screening I may be required to undergo disclosed to Platte Canyon Water and Sanitation District.
4. In processing my application for employment, the District may verify all information provided by me, or may procure or have prepared a consumer or an investigative consumer report for this purpose concerning my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. I understand that upon written request to the District, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of the investigation.
5. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
6. In consideration of my employment, I agree to comply with the policies, rules, regulations and procedures of the District and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the District or myself. I further understand that no representatives other than the District manager has authority to enter into any agreement with me for employment for any job offers for any specified period of time to make any such agreement.

Signature

Date

Pre-employment Agreement
to Obtain Commercial Driver's License

As a condition of employment with Platte Canyon Water and Sanitation District (District), I acknowledge, by signature below, to acquire and hold current a valid Colorado Commercial Driver's License (CDL). I further understand that said license shall be obtained no more than **90 days** after offer of employment with Platte Canyon Water and Sanitation District.

If I am unable to obtain a valid Colorado Commercial Driver's License (CDL) for any reason in the time allowed, I understand that employment with the District shall be terminated.

All employees required to have a Commercial Driver's License (CDL) are subject to all applicable local, state, and federal laws and regulations, and the District's Drug and Alcohol Policy in compliance with the Federal Omnibus Transportation Employee Testing Act.

This pre-employment agreement in no way constitutes a contract or offer of continued employment for any specific duration.

I understand and have in my possession a copy of this pre-employment agreement:

Employee

Operations Supervisor

District Manager

PERMISSION FOR RELEASE OF RECORDS

Record information available at Drivers License offices and 1881 Pierce St.
All other requests available only at 1881 Pierce St., Lakewood, CO.

I hereby authorize the release of records maintained by the Colorado Department of Revenue, Motor Vehicle Division pursuant to the Driver's Privacy Protection Act (18 USC 2721) and Colorado law (42-72-204, 42-1-206, 42-3-125 CRS).

Printed Name: _____
Signature: _____ Date: _____
Date of Birth: _____ License Number: _____
Purpose for which records are released: _____
Requester's Name: _____
Company: <u>Mountain States Employers Council</u>
Address: <u>1799 Pennsylvania Street</u>
City: <u>Denver</u> State: <u>Colorado</u> Zip code: <u>80201</u>