



# EMPLOYMENT APPLICATION

An Equal Opportunity Employer

TDPUD Human Resources  
11570 Donner Pass Road  
Truckee, CA 96161  
(530) 582-3903 / (530) 587-5056 fax

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Date: \_\_\_\_\_

Have you ever been employed by TDPUD?  Yes  No

If yes, when? \_\_\_\_\_

List any relatives currently employed or serving on the Board of Directors at the TDPUD:

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**Position(s) Applied For:**

1)\_\_\_\_\_ 2)\_\_\_\_\_ 3)\_\_\_\_\_

Position status:  Full-Time, Regular  Part-time, Regular  Temporary  Seasonal

Please note any days or hours you cannot or prefer not to work: \_\_\_\_\_

Date available to begin work: \_\_\_\_\_

Do you understand the requirements of the job(s) for which you have applied?  Yes  No

Can you perform the requirements of the job(s) with or without reasonable accommodations?  Yes  No

Can you, after an offer of employment, submit verification of your legal right to work in the U.S.?  Yes  No

How did you hear about us?

- Newspaper  Employee Referral
- Relative  Internet
- Other (Please list)

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**EDUCATION RECORD**

Did you graduate from high school or receive a GED certificate?  Yes  No

School Name College/Technical/Vocational/Other	Location	Credits Earned	Diploma, Degree or Certificate	Major / Field of Study

**CERTIFICATION AND LICENSES**

List driver's license and other current licenses, certifications or registrations for the position(s) for which you are applying.

Type	Date Issued	Date Expires	Entity

**SKILLS**

1. Describe any additional education or training you have had which you feel is relevant to the position(s) for which you are applying.
2. List office equipment and computers that you can operate.
3. List field equipment and instruments which you have operated or are trained to operate.

**OTHER INFORMATION**

Have you ever been disciplined in your employment related to workplace violence?  Yes  No

If yes, please explain: \_\_\_\_\_

**EMPLOYMENT HISTORY**

List employers for the past 10 years, starting with the most recent. Use a separate block for each position. DO NOT use references such as "See Resume" in place of completing this section

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May we contact all employers listed?  Yes  No

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Employer: \_\_\_\_\_ Position/Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_ Full-Time (40+ hrs/wk)  Part-Time (<40 hrs/wk)

Supervisor's Name/Title \_\_\_\_\_ Phone: \_\_\_\_\_

Related Duties :

Reason for leaving: \_\_\_\_\_

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Supervisor's Name/Title \_\_\_\_\_ Phone: \_\_\_\_\_

Related Duties :

Reason for leaving: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other information that is not included in this employment application.

**REFERENCES**

Please list references that are job related (i.e. co-workers), not related to you.

Name	Relationship/Occupation	Telephone	Years Known

**ACKNOWLEDGMENTS**

Please **READ ALL** of the following statements and **INITIAL EACH** of the boxes to indicate you have read and understand each of the statements. If you have questions, contact Human Resources.

\_\_\_\_\_ Following an offer of employment, I will submit verification of my legal right to work in the United States.

\_\_\_\_\_ If offered a position, I give the Truckee Donner Public Utility District permission to conduct a background check on me as part of the employment process.

\_\_\_\_\_ If offered a position, I will be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory, or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination, and/or related considerations of reasonable accommodation, or fitness for duty. I understand that I may not begin employment until the District has received the results of my physical examination and drug screen.

\_\_\_\_\_ If hired, I agree to comply with current District rules and policies and accept that the District may change, add, or withdraw rules and/or policies in the future during the course of my employment.

\_\_\_\_\_ I authorize the Truckee Donner Public Utility District to contact any employer or individual that I have listed on my employment application, resume and or mentioned in job interviews, to obtain from them relevant information regarding my previous employment, military service, criminal history, characteristics or traits, or other qualifications for employment and/or continued employment with the TDPUD. I further authorize the District to contact any entity for job-related information regarding education, licenses, and/or certificates which I may currently hold or may have held in the past. I hereby release the TDPUD, its agents and any person or entity that provides or receives information pursuant to this application from any and all liability and any damages which may arise there from.

\_\_\_\_\_ I further understand this consent will apply during the course of my employment with TDPUD, should I obtain such employment. I understand and agree that this consent shall remain in effect indefinitely.

**CERTIFICATION BY APPLICANT:**

I certify that all statements made on this application are true. I understand and agree that if I am offered employment, any misrepresentation or omission of facts on my application or interview(s) may be considered sufficient cause for termination. I agree that, if employed, I will abide by and observe all policies, procedures, rules and regulations of the District.

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

12-12-2017