



SWEETWATER AUTHORITY

INSTRUCTIONS FOR COMPLETING EMPLOYMENT APPLICATION

Did you know that your application form is your first “test” with Sweetwater Authority?

How you complete your application can assist you in the selection process to determine your qualifications for an interview. The following “TIPS” have been designed to assist you to do your best on your first “performance examination” for Sweetwater Authority.

All interested applicants **must** complete a Sweetwater Authority application in full. Do not leave blank sections calling for job skills, work experience, salary, etc. If you decide to leave sections blank, this will earn you a score of “0”. We are not permitted to “assume” facts about you from your job title alone. You need to briefly outline/list skills and experiences which relate to the position you are competing for.

Application may be handwritten or typed. Employees with disabilities may request reasonable accommodations in completing the application and throughout the employment application process. This form will be made available in alternative formats upon request, or other accommodation made to enable disabled individuals to participate in the process.

Application must be dated and signed. Failure to do this will again penalize your application with a score of “0”. Your signature and date tells us that the information you have provided is true and accurate. Providing inaccurate or false information may be grounds for not hiring you or if you are selected, it may be grounds for your termination. Submit your application to Sweetwater Authority at 505 Garrett Avenue, Chula Vista, CA 91910 in person or by mail. We do not accept faxed or emailed applications.

Read the job description carefully before you complete the application. Many applicants ignore this requirement and later perform very poorly in the oral interview stage because they have no concept or understanding of the job requirements. Also, reading the job announcement will help you to determine if the particular job “fits” your qualifications/background. If not, your chances of being selected for an interview will be extremely poor.

Do not try to use resumés as a short-cut to completing the job application. Leaving the application blank with the statement to “see resumé” is actually telling personnel that you do not care to follow directions/procedures. This is immediately interpreted as a poor quality work habit. If you run out of space on the application form, complete as much information as possible on the application and then indicate the use of a supplemental sheet or resumé to continue listing your skills or experience. Resumés and/or other information do not serve in lieu of an application.

All applications will be screened. Applicants meeting the job description requirements and those considered to be top qualified applicants will be invited to participate in a fair and open competitive examination consisting of any combination of written, oral and/or a performance examination. Applicants with the highest examination scores will be contacted to meet with an interview panel.

NOTE: Only one application is required per posting. For example, if applying for all three classifications, complete one (1) application and write or type under POSITION APPLIED FOR: Clerk I/II/III. Please allow Human Resources time for processing all applications before phoning the department for a status update. The Human Resources department strives to process and respond to applications in a timely manner, though this process can often take up to several weeks. Your patience is appreciated.



Sweetwater Authority

505 Garrett Avenue
 Chula Vista, CA 91910
 Telephone (619) 420-1413
 Sweetwater.org

EMPLOYMENT APPLICATION

Sweetwater Authority does not discriminate against any applicant for employment on the basis of age, gender, race, religious belief, national origin, marital status, physical or mental disability, ancestry, color, sexual orientation, or any other classifications protected by law. This application is available in alternative formats for individuals with disabilities, upon request.

The employment application is one of the most important screening and selection tools used by Sweetwater Authority. It is used at all points of the hiring process, and is the applicant's primary method of illustrating his/her qualifications. Applications must be filled out completely and clearly show that the minimum qualifications are met. False statements, as well as failure to disclose requested information, will be cause for disqualification, removal from an eligibility list, or discharge from employment. Resumes may be attached, but will not be accepted in lieu of a complete Sweetwater Authority application form. If more space is needed, attach additional sheets. Please print clearly in ink or type.

POSITION APPLIED FOR:	DATE:
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NAME:		
Last	First	Middle

ADDRESS:		
Number	Street	City/State/Zip

CONTACT:		
Home Phone	Cell/Alternate Phone	E-Mail Address

Do you have any relatives currently employed by Sweetwater Authority? Yes No <i>(If so, this does not exclude you from employment. It is used to prevent placement which may create conflicts of interest.)</i> If yes:		Have you ever applied at Sweetwater Authority before? Yes No	
		If yes: Month: ____ Year: ____ Position:	
Name of Employee / Relationship		Are you currently employed? Yes No	

Are you under the age of 18? Yes No		If hired, can you provide proof of your legal right to work in the US? Yes No	
Are you able to work Full Time: Yes Part Time: Yes		Date you are available to start work:	
How were you referred to Sweetwater Authority:			

Have you ever been discharged or asked to resign from any position? Yes No	
If yes, when, where, and what were the circumstances?	

CERTIFICATIONS/LICENSES: (Occupational licenses or water-related certificates held, etc.)

TYPE OF CERTIFICATE/LICENSE	RECEIVED FROM

EDUCATION: Check all that you have obtained: G.E.D. High School Diploma AA/AS BA/BS MA/MS

Starting with High School, list all schools and special training below:

SCHOOL, CITY AND STATE	DEGREE OR UNITS ACQUIRED TOWARD DEGREE

EXPERIENCE

This section must be filled out completely. Do not omit information. **A resume is not sufficient.** Account for all periods of employment full time or part time, including volunteer or military positions. Please describe activities during any periods of unemployment. Attach a separate sheet of paper if necessary. **BEGIN WITH YOUR PRESENT OR MOST RECENT JOB FIRST.**

1. FROM: TO: month/year month/year	TITLE OF POSITION:
Name, Address/City/State/Zip and Phone # of Employer:	TOP 4 DUTIES:
Reason for leaving: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge Explain:	Name of immediate supervisor:
Are you eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO	Salary rate: Begin: _____ End: _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Hrs./Wk _____
2. FROM: TO: month/year month/year	TITLE OF POSITION:
Name, Address/City/State/Zip and Phone # of Employer:	TOP 4 DUTIES:
Reason for leaving: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge Explain:	Name of immediate supervisor:
Are you eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO	Salary rate: Begin: _____ End: _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Hrs./Wk _____
3. FROM: TO: month/year month/year	TITLE OF POSITION:
Name, Address/City/State/Zip and Phone # of Employer:	TOP 4 DUTIES:
Reason for leaving: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge Explain:	Name of immediate supervisor:
Are you eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO	Salary rate: Begin: _____ End: _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Hrs./Wk _____
4. FROM: TO: month/year month/year	TITLE OF POSITION:
Name, Address/City/State/Zip and Phone # of Employer:	TOP 4 DUTIES:
Reason for leaving: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge Explain:	Name of immediate supervisor:
Are you eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO	Salary rate: Begin: _____ End: _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Hrs./Wk _____

EXPERIENCE Cont.

5. FROM: TO: month/year month/year	TITLE OF POSITION:
Name, Address/City/State/Zip and Phone # of Employer:	TOP 4 DUTIES:
Reason for leaving: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge Explain:	Name of immediate supervisor:
Are you eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO	Salary rate: Begin: _____ End: _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Hrs./Wk _____
6. FROM: TO: month/year month/year	TITLE OF POSITION:
Name, Address/City/State/Zip and Phone # of Employer:	TOP 4 DUTIES
Reason for leaving: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge Explain:	Name of immediate supervisor:
Are you eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO	Salary rate: Begin: _____ End: _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Hrs./Wk _____
7. FROM: TO: month/year month/year	TITLE OF POSITION:
Name, Address/City/State/Zip and Phone # of Employer:	TOP 4 DUTIES:
Reason for leaving: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge Explain:	Name of immediate supervisor:
Are you eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO	Salary rate: Begin: _____ End: _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Hrs./Wk _____
8. FROM: TO: month/year month/year	TITLE OF POSITION:
Name, Address/City/State/Zip and Phone # of Employer:	TOP 4 DUTIES:
Reason for leaving: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge Explain:	Name of immediate supervisor:
Are you eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO	Salary rate: Begin: _____ End: _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Hrs./Wk _____
SPECIAL JOB SKILLS: (i.e. WPM keyboarding, computer systems/common software packages, special tools or equipment you can operate: Languages , other than English that you speak fluently:	

REFERENCES

	Name/Type of Reference	Title/Location	Contact Number
1		Title:	
	<input type="checkbox"/> Instructor <input type="checkbox"/> Professional	City:	State:
2		Title:	
	<input type="checkbox"/> Instructor <input type="checkbox"/> Professional	City:	State:
3		Title:	
	<input type="checkbox"/> Instructor <input type="checkbox"/> Professional	City:	State:

QUESTIONNAIRE

Summarize prior, relevant experience. Include any additional information that you want us to know about you that will help us in evaluating your qualifications. Use a separate sheet of paper if you need more space.

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations? Yes No If no, describe the functions that cannot be performed:

Which of all your assets (background, education, experience, etc.) do you feel would be most valuable to Sweetwater Authority?

Have you set a professional goal for yourself that you want to reach in the next five years? Summarize briefly:

Each employee is required to take a **pre-employment physical examination** after receiving an offer of employment and before beginning his/her first day of employment. Every offer of employment is contingent upon an employee's successful completion of the physical examination. Additionally, Sweetwater Authority is committed to providing a safe, efficient and productive place of employment. To achieve this objective, Sweetwater Authority desires to prevent drug or alcohol use from adversely affecting the work place. Accordingly, any applicants who receive offers of employment must, as a part of their physical examination and subject to any applicable legal requirements, successfully complete a **pre-employment drug screening exam** before they may begin work. Such physical examination, including the drug screening exam, will be performed at Sweetwater Authority's expense. **All offers of employment are conditioned upon successful completion of these examinations.**

VERIFICATIONS OF STATUS

Sweetwater Authority is required by federal immigration laws to verify the individual's identity and legal ability to work before he/she can be hired. In keeping with this obligation, documentation that shows each person's identification and legal authority to work must be inspected. Each applicant must also attest to his/her legal authority to work and to his/her identification on an I-9 Form provided by the federal government. This verification must be completed as soon as possible after an offer of employment is made and in no event more than three business days after an individual is hired. **All offers of employment and continued employment for positions in the United States are conditioned on furnishing satisfactory evidence of identification and legal authority to work in the United States.**

Applicants may be required to answer additional questions regarding criminal convictions and may be subject to a criminal background check, after it is established that the applicant meets the minimum qualifications of the position.

I certify the information contained in this application is true and correct. I authorize the investigation of all statements contained in this application, including information from former employers.

Signature

Date

SWEETWATER AUTHORITY
EMPLOYMENT APPLICATION STATUS

PLEASE FILL OUT **COMPLETELY** AND RETURN THIS WITH YOUR APPLICATION - FOR USE BY SWEETWATER TO INFORM YOU OF THE STATUS OF YOUR APPLICATION.

Name

Date

Position Applied For

Dear Applicant:

We regret that we cannot respond to you more personally about your application. However, we want you to know that your application did receive an individual, personal review as part of the evaluation process. Unfortunately, you are not being considered for the position you applied for at this time due to one of the explanations listed below. Thank you for your interest in employment with Sweetwater Authority.

STATUS OF APPLICATION:

FOR OFFICE USE ONLY

Your application was not among those selected for further consideration - due to the volume of applications received, we have selected only those candidates whose qualifications more closely meet our job requirements.

Your test score did not qualify you to continue into the next phase of the selection process.

The position you applied for has been filled by a candidate who was most qualified to meet the requirements of the position.

You have applied for a position that is not currently open (Sweetwater Authority only accepts applications for open/posted positions. Open positions can be found posted on our website at Sweetwater.org)

We are no longer seeking to fill the position you applied for.

Sweetwater Authority
An Equal Opportunity Employer

Print your Name and Mailing Address Clearly in the Box Below