



APPLICATION FOR EMPLOYMENT

We appreciate your interest in employment with
Purissima Hills Water District.

All applicants must submit a Purissima Hills Water District
Application for Employment. It must be typewritten or filled out
in blue or black ink. Applicants are encouraged to add additional pages,
as necessary, to fully respond to requested information.

Once completed, it may be emailed to:

phwdjobs@purissimawater.org

Or mailed/delivered in person to:

Purissima Hills Water District
Attn: General Manager
26375 W. Fremont Road
Los Altos Hills, CA 94022

A resume may be attached but is not accepted in lieu of the application.

Applications will be reviewed and the most qualified candidates will be
invited for interview. The candidates not selected will receive an email
or letter in the mail.

Application for Employment



We consider applicants for all positions without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.

PLEASE PRINT WHEN COMPLETING ALL SECTIONS

A

Position(s) applied for: _____ Date of Application: _____

Last Name First Name Middle Name / Initial

Address Number/Street City State ZIP

Telephone Number(s) Cell Phone Day Evening

Email Address

How did you learn about this opportunity? _____

B

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 currently available to work:
☐ Full Time ☐ Part Time ☐ Temporary

Are you authorized to work lawfully in the United States for Purissima Hills Water District?
☐ Yes ☐ No
In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

On what date would you be available for work?

Indicate any languages – other than English – that you can speak, read, and/or write.

Do you have the ability to perform the tasks on the recruitment job description, with or without accommodation?
☐ Yes ☐ No



PHWD's Mission Statement

The mission of Purissima Hills Water District is to provide a safe and reliable water supply to its residents in Los Altos Hills, while also promoting water conservation and responsible resource management.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Purissima Hills Water District (PHWD)
26375 W. Fremont Road • Los Altos Hills, CA 94022
Phone: (650) 948-1217
Email: phwdjobs@purissimawater.org

Application for Employment

EMPLOYMENT EXPERIENCE



Start with your current or most recent job. Include military service assignments and volunteer activities which relate to the job for which you are applying. If you need additional space, please continue on a separate sheet of paper.

1.		Dates Employed		Reason for Leaving
Employer		From	To	
Telephone Number(s)				
Address				
Job Title	Supervisor			
Work Performed				
2.		Dates Employed		Reason for Leaving
Employer		From	To	
Telephone Number(s)				
Address				
Job Title	Supervisor			
Work Performed				
3.		Dates Employed		Reason for Leaving
Employer		From	To	
Telephone Number(s)				
Address				
Job Title	Supervisor			
Work Performed				



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EMPLOYMENT EXPERIENCE *(continued)*



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C

4.	Employer	Dates Employed From To		Reason for Leaving
	Telephone Number(s)			
	Address			
	Job Title	Supervisor		
Work Performed				
5.	Employer	Dates Employed From To		Reason for Leaving
	Telephone Number(s)			
	Address			
	Job Title	Supervisor		
Work Performed				
6.	Employer	Dates Employed From To		Reason for Leaving
	Telephone Number(s)			
	Address			
	Job Title	Supervisor		
Work Performed				

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EDUCATION/CERTIFICATIONS



PLEASE PRINT WHEN COMPLETING ALL SECTIONS

D

Check all educational institutions you have attended:

☐ High School ☐ Trade School ☐ Community College ☐ Undergraduate College/University ☐ Graduate/Professional

Provide information for your most recent educational institutions.

School Name #1 City State

Describe course of study and any specialized training, degrees, or honors received.

School Name #2 City State

Describe course of study and any specialized training, degrees, or honors received.

School Name #3 City State

Describe course of study and any specialized training, degrees, or honors received.

Provide information on certifications you have received.

Certification State Year Received

Certification State Year Received

Certification State Year Received

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Application for Employment REFERENCES



PLEASE PRINT WHEN COMPLETING ALL SECTIONS

E

Provide name, address, and telephone number of three professional references who are not related to you.

Reference #1

Business Name

Contact name (if available)

Address

Phone #

Reference #2

Business Name

Contact name (if available)

Address

Phone #

Reference #3

Business Name

Contact name (if available)

Address

Phone #



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APPLICANT'S STATEMENT



F

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. I understand and acknowledge that the policy of the Purissima Hills Water District (PHWD) is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I understand that if offered employment, the offer may be contingent on passing a preemployment alcohol and drug screen and a pre-employment physical and voluntarily agree to submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid California driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance.

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 understand and hereby acknowledge that any employment relationship with Purissima Hills Water District (PHWD) is of an "at will" nature, which means that the employee may resign at any time and the Purissima Hills Water District (PHWD) may discharge the employee at any time with or without cause. I also understand 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 the Purissima Hills Water District (PHWD).

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 Purissima Hills Water District (PHWD).

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Purissima Hills Water District (PHWD), I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

☐ I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: _____ Date: _____



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