



Application for Employment

We appreciate your interest in employment with the Westborough Water District.

All applicants must submit a Westborough Water District Application for Employment. It must be typewritten or filled out in blue or black ink.

Once completed, it may be emailed to:

wwd@westboroughwater.org

Or mailed/delivered in person to:

Westborough Water District
Attn: General Manager
2263 Westborough Blvd.
So. San Francisco, CA 94080

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

Once the recruitment closes, the applications will be reviewed and the most qualified candidates will be invited to an oral 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? Advertisement Friend Relative Job Bulletin
 Employment Agency Walk-in Other _____

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 Westborough 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



WWD's Mission Statement
The mission of the Westborough Water District (WWD) is to provide a stable supply of high quality safe drinking water at a fair price to all customers of the district.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
Westborough Water District
2263 Westborough Boulevard • So. San Francisco, CA 94080
Phone: (650) 589-1435
Email: wwd@westboroughwater.org

Application for Employment



Water Conservation Is a Way of Life

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities which relate to the job for which you are applying.

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

If you need additional space, please continue on a separate sheet of paper.

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EDUCATION

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	High School	Undergraduate College/University	Graduate/ Professional
Name of school and school's location			
Describe course of study			
Describe any specialized training, apprenticeship, skills, extra curricular activities, and any honors received.			

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REFERENCES

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E

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

Name	Address	Telephone Number
1.		
2.		
3.		

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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 Westborough Water District (WWD) 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 60 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 WWD is of an "at will" nature, which means that the employee may resign at any time and the WWD 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 WWD.

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 WWD.

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 WWD, 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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