



EMPLOYMENT APPLICATION

Terrace Water Company

1095 Stevenson St, Colton, CA 92324

Phone 909-825-5224

Visit our web site at: www.terracewaterco.com

EQUAL OPPORTUNITY EMPLOYER

This application is the initial part of the examination process. Read the Employment Opportunity Announcement thoroughly and note the job requirements. PRINT in ink to complete the application. A complete application is required. Incomplete applications may be DISQUALIFIED. Clearly state your qualifications. If a question does not apply to you, write N/A. A separate application is required for each position at the City. Avoid any reference to religion, politics, race, sex or other non-job related traits. A resume may also be included, but may not be substituted for a complete application. The application and all attached documents become property of Terrace Water Company and will not be returned. Applications received after the filing date will not be accepted.

POSITION APPLIED FOR : _____ DATE : _____
(Print exact title)

NAME : _____
Last First Middle

ADDRESS: _____ TELEPHONES:
Home: (____) _____
Number Street Apt. Work: (____) _____

CITY: _____ STATE/ZIP: _____ Cell: (____) _____

OTHER NAMES YOU HAVE USED OR ARE KNOWN BY _____ e-mail: _____

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR RIGHT TO WORK IN THE UNITED STATES?

ARE ANY RELATIVES EMPLOYED BY TERRACE WATER COMPANY? YES () NO () IF YES, PLEASE LIST.

WILL YOU ACCEPT TEMPORARY WORK? YES [] NO [] PART TIME? YES [] NO []

WILL YOU ACCEPT SHIFT, EVENING OR WEEKEND WORK, IF REQUIRED? YES [] NO []

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? (CALIFORNIA LICENSE REQUIRED FOR POSITIONS WHICH REQUIRE DRIVING)
YES [] NO [] IF YES, PLEASE EXPLAIN:

DRIVER'S LICENSE NO. _____ EXPIRATION DATE: _____

SPECIAL QUALIFICATIONS

List licenses, certificates and/or registrations required for this job.

TITLE	DATE ISSUED	DATE EXPIRES	NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION & TRAINING :

Circle Highest Grade Completed 8 9 10 11 12 G.E. D. College 1 2 3 4 Grad Work? Yes No

Colleges or Universities attended	Location	Units Completed		Major Subject	Type of Degree or Certificate	Date Degree or Cert. Awarded
		Semester	Quarter			

EMPLOYMENT RECORD: Begin with present or most recent position. List work record for past ten years, and include any other pertinent experience. You may attach a resume but it is **NOT** a substitute for completing this section. Attach additional sheets if necessary.

MUST COMPLETE

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name: Phone No: ()			Your duties were:		
Street Address:					
City: State: Zip:					
Name and Title of supervisor:					
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:
FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name: Phone No: ()			Your duties were:		
Street Address:					
City: State: Zip:					
Name and Title of supervisor:					
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:
FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name: Phone No: ()			Your duties were:		
Street Address:					
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Employer Name: Phone No: ()			Your duties were:		
Street Address:					
City: State: Zip:					
Name and Title of supervisor:					
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:
FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name: Phone No: ()			Your duties were:		
Street Address:					
City: State: Zip:					
Name and Title of supervisor:					
Reason for leaving:			Number supervised:	Salary per mo. Starting:	Final:

APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Terrace Water Company, I hereby authorize past employers and educational institutions to provide information about my work and educational history for use in determining my qualifications for this position.

I understand that this authorization for the release of information shall remain in effect for a period of up to one year from the the date signed.

Terrace Water Company may release or verify the following (please check the categories that can be released):

Any information requested **OR**

Current and Past Employers:

- Salary History
- Dates of Employment
- Positions Held
- Duties and Responsibilities
- Attendance Record
- Reason(s) for leaving

Educational Institutions:

- Years of attendance
- Degrees attained
- Transcripts

CERTIFICATION OF APPLICATION

I hereby certify that all statements made herein or otherwise by me in applying for a position of employment with Terrace Water Company are true and correct. I understand and agree that my misstatement or omission of material fact will cause forfeiture of my rights to employment by Terrace Water Company. I understand that employment is contingent upon my provision of written verification of my identity and legal right to work in the United States.

Signature _____

Date _____