

Tahoe City Public Utility District

P. O. Box 5249

Tahoe City, California 96145

(530) 583-3796/FAX 583-1475

APPLICATION FOR EMPLOYMENT

NOTICE TO JOB APPLICANTS:

Tahoe City Public Utility District subscribes to a drug-free workplace and accordingly has developed a Substance Abuse Policy. The Policy of the Tahoe City Public Utility District includes pre-employment drug and substance abuse testing which requires a drug and alcohol test as a condition of employment. **The post-offer pre-employment drug and alcohol screen will occur only if the position for which you are an applicant and have been offered a conditional offer of employment is engaged in health and safety-sensitive activities with the District.** The Tahoe City Public Utility District will pay for all pre-employment tests. **Any and all conditional offer of pre-employment drug and alcohol screens utilized shall be maintained in strict confidence and available only to those in the need to know.** A positive test result will result in the withdrawal of offer of employment.

INSTRUCTIONS TO APPLICANTS:

1. Please print or type.
2. All applicants must complete all questions in this application.
3. The Supplemental Questionnaire shall be completed as appropriate for the position for which this application is submitted.
4. You may attach a resume or any additional information you would like to volunteer about yourself which would assist your employment possibility.
5. Return application to Tahoe City Public Utility District at 221 Fairway Drive, mail to P.O. Box 5249, Tahoe City, CA 96145, fax to 530-583-1475 or email to mmartland@tcpud.org.

PERSONAL DATA

Name: _____
Last First Middle

Present Mailing Address: _____
P.O. Box City State Zip

Permanent Mailing Address: _____
(If different from above) P.O. Box City State Zip

Present Home Address: _____
Street Address City State Zip

Telephone Numbers (Home): _____ (Work): _____

Cell Phone: _____ E-mail Address: _____

Emergency Contact Name: _____ Phone Number: _____

Position(s) Applied For: _____

Date Application Completed: _____

TAHOE CITY PUBLIC UTILITY DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

BACKGROUND INFORMATION

1. Can you, after employment, submit verification of your permanent legal right to work in the United States? _____ (Social Security Number required upon receipt of conditional employment offer.)

2. Have you served in the U.S. Military? _____ If yes, state relevant skills acquired during applicant's U.S. Military Service in space below.

3. Have you been convicted of a felony within the last 10 years? _____ If yes, explain in space below. (The existence of a criminal record does not constitute an automatic bar to employment.)

4. Do you have any relatives employed by the District? _____ If yes, state name of relative in space below.

5. Have you previously been employed by the District? _____ If yes, state dates/positions held in space below.

Explanatory Information for Questions 1-5:

6. Driver's License Number, Class, and State of Issuance:

7. Date available to start work: _____

8. Minimum weekly hours acceptable: _____ hrs.

9. How did you hear about this position? _____

10. Indicate your hours of availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
All Year							
School Year							
Summer							

11. List three personal or professional references other than relatives who have firsthand knowledge of your character and general ability.

	Name	Address	Phone	Organization/Title
A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
C.	_____	_____	_____	_____

EDUCATION

Indicate highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

	No. of Years	Name of School	City and State	Did you Graduate?	Major Course or Subject
Grammar School					
High School					
Vocation or Business School					
College					
University					
Other Courses of Study					
Current Courses					

List Degrees you possess: _____

EMPLOYMENT EXPERIENCE - Please list all previous jobs within the last 10 years. Explain any lapses of time. Attach additional sheets if necessary.

Present/Most Recent Employer	Type of Business	Dates Employed FROM Mo/Yr TO Mo/Yr	Name of Supervisor	Starting Salary	Final Salary	Reason for Leaving
Name _____ Address _____ Phone No. _____						
Title and duties of position :						
Last Employer	Type of Business	Dates Employed FROM Mo/Yr TO Mo/Yr	Name of Supervisor	Starting Salary	Final Salary	Reason for Leaving
Name _____ Address _____ Phone No. _____						
Title and duties of position :						
Second Last Employer	Type of Business	Dates Employed FROM Mo/Yr TO Mo/Yr	Name of Supervisor	Starting Salary	Final Salary	Reason for Leaving
Name _____ Address _____ Phone No. _____						
Title and duties of position :						
Third Last Employer	Type of Business	Dates Employed FROM Mo/Yr TO Mo/Yr	Name of Supervisor	Starting Salary	Final Salary	Reason for Leaving
Name _____ Address _____ Phone No. _____						
Title and duties of position :						

List any volunteer experience which may further qualify you for this position. (Include dates, name of agency, supervisor, etc.)

Please indicate level of proficiency with these computer programs
(N-novice, C-competent, A-advanced, E-expert).

_____Excel	_____MS Word	_____Outlook
_____Windows	_____Access	_____Lotus
_____Internet	_____Word Perfect	_____AutoCad
_____PowerPoint	_____Adobe Acrobat	
_____Website Software (please list) _____		
_____Other (please list) _____		

CERTIFICATION

I hereby certify that all statements made in this application are correct to the best of my knowledge and belief, and I hereby authorize the Tahoe City Public Utility District to investigate any information I have given herein, with the understanding that omission or misrepresentation of facts may be grounds for rejection of the application or dismissal from employment. I further understand that I may be required to pass a drug and alcohol test and a medical examination, be fingerprinted if applicable and be subject to background investigation and credit check if applicable at no cost to me prior to appointment to a position.

Date _____ Signature _____