

Mason County PUD No. 3 - Application for Employment

Rev 12/12/2008



IMPORTANT: Applicants with disabilities may request any reasonable accommodation necessary to complete this application, or to take any test required for the position for which the applicant has applied by making a request at the time of application or testing.

EQUAL EMPLOYMENT OPPORTUNITY: It is PUD 3's policy to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on the job injuries, sexual orientation, source of income or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of PUD 3's business.

Last Name	First Name	M.I.	Position for which you are applying
Mailing Address	City/State	Zip	Expected Pay rate
Home Phone	Cell/Message Phone		Date of Application
			Date Available

Have you worked for PUD 3 before? <input type="radio"/> Yes <input type="radio"/> No	Are you 18 years of age or older? <input type="radio"/> Yes <input type="radio"/> No	If you are hired, are you prepared to present evidence within three days of beginning work showing that you are legally authorized to work in the United States of America? <input type="radio"/> Yes <input type="radio"/> No
When are you available to work? (All attempts will be made to reasonably accommodate employees who require certain hours or days off because of religious beliefs or practices.) <input type="radio"/> Days <input type="radio"/> Swing <input type="radio"/> Graveyard <input type="radio"/> Rotating <input type="radio"/> Mon <input type="radio"/> Tues <input type="radio"/> Wed <input type="radio"/> Thurs <input type="radio"/> Fri <input type="radio"/> Sat <input type="radio"/> Sun		

CRIMINAL RECORD: (conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence and the nature of the job for which you have applied will be considered. Do not list any arrest, charge or detention that did not result in conviction or any arrest, charge, detention or conviction that has been judicially expunged, sealed, impounded or eradicated, unless such arrest has not reached final disposition.) Have you been CONVICTED, plead GUILTY or NO CONTEST, or FORFEITED BOND OR BAIL for any crime other than traffic violations in the last seven years? Yes No
If yes, give details: _____

RELATIVES: It is the general policy of PUD 3 not to employ relatives of any current employee or elected official. Relatives, for the purpose of this guideline include: spouse, parent or step-parent, child or step-child, adopted or foster child, daughter or son-in-law, grandchild, niece or nephew, domestic partner, sibling or step-sister or brother, spouse, mother or father-in-law, sisters-in-law, brothers-in-law, grandparent, aunt or uncle, first cousin, domestic partner's relatives. Do you have any relatives who work for PUD 3? Yes No

If yes, state name(s): _____

FRIENDS: Qualified friends are eligible for employment, except in unusual situations where PUD 3 needs to avoid possible conflicts of interest. Do you have any friends (such as roommates) who work for PUD 3? Yes No

If yes, state name(s): _____

May we contact your present and/or previous employer(s) as to your qualifications? Yes No

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Education

Check the highest grade completed 6 7 8 9 10 11 12

If you did not complete high school, do you have a high school equivalency diploma? Yes No

Check the number of years of post-secondary education 1 2 3 4 5 6 7

Name & Location of Institution	Units completed	Dates Attended	Course of study	Degree or Diploma Obtained

Are you taking, or do you plan to take any additional education? Yes No If yes, give details: _____

Work History

Begin with your present or most recent position. You may attach a resume, however, a resume will not be accepted in lieu of a complete work history as requested below.

FROM MONTH/YEAR	TO MONTH/YEAR	EMPLOYER'S NAME & ADDRESS _____ _____ PHONE _____
_____	_____	PRIMARY DUTIES
JOB TITLE _____	_____	
NAME/TITLE OF SUPERVISOR _____	_____	
REASON FOR LEAVING _____ _____	_____	
		Monthly Salary: <input type="text"/> Hours Work/Week: <input type="text"/>

FROM MONTH/YEAR	TO MONTH/YEAR	EMPLOYER'S NAME & ADDRESS _____ _____ PHONE _____
_____	_____	PRIMARY DUTIES
JOB TITLE _____	_____	
NAME/TITLE OF SUPERVISOR _____	_____	
REASON FOR LEAVING _____ _____	_____	
		Monthly Salary: <input type="text"/> Hours Work/Week: <input type="text"/>

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Work History, Continued

FROM MONTH /YEAR	TO MONTH /YEAR	EMPLOYER'S NAME & ADDRESS _____ _____ PHONE _____
JOB TITLE _____		PRIMARY DUTIES
NAME/TITLE OF SUPERVISOR _____		
REASON FOR LEAVING _____ _____		Monthly Salary: <input type="text"/> Hours Work/Week: <input type="text"/>

FROM MONTH /YEAR	TO MONTH /YEAR	EMPLOYER'S NAME & ADDRESS _____ _____ PHONE _____
JOB TITLE _____		PRIMARY DUTIES
NAME/TITLE OF SUPERVISOR _____		
REASON FOR LEAVING _____ _____		Monthly Salary: <input type="text"/> Hours Work/Week: <input type="text"/>

List any special licenses, including driver's license, or certifications you hold which are necessary or useful in this position. Note the type of license (including number) state where it was issued, and expiration date:

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References

Name	Address	Daytime Phone	Relationship

DRIVING POSITIONS: (Answer only if driving is an essential function of the job) Have you been CONVICTED, plead GUILTY or NO CONTEST or FORFEITED BOND OR BAIL for any traffic violation in the past three years? Yes No If yes, give details: _____

VERIFICATION AND SIGNATURE:

- I authorize the investigation of all matters which PUD 3 deems relevant to my qualifications for employment, including all information given in the application and in any attachments, supporting documents or interviews. I authorize you to request and receive such information, and I release from all liability persons (such as current or former supervisors, coworkers, etc.) employers, or other entities (schools, etc.) supplying it. I also release PUD 3, its officers, employees and agents from all liability which may arise from or is in any way connected to the investigation.
- I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or missions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered.
- I understand that I may be required to submit to a pre- or post-employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. I agree to such examinations and inquiries and/or testing at PUD 3's expense. I authorize release of the results to the PUD and its use to evaluate my suitability for employment. I also release PUD 3, its officers, employees and agents from all liability arising out of or connected with any examinations, inquiries and/or testing.
- I understand that I may resign or be terminated without cause or notice, at any time, unless otherwise stated in a collective bargaining agreement or written employment contract. I also understand that unless otherwise stated in a collective bargaining agreement or a written employment contract, PUD 3 may change, withdraw and interpret policies (including wages, hours and working conditions) as it deems appropriate.
- I understand and agree that if I am hired the statements in these paragraphs become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all the information provided in this application and in any attachments or supporting documents.

Name

Signature

Date