



Pebble Beach Community Services District (PBCSD)

3101 Forest Lake Road, Pebble Beach, CA 93953

(831) 373-1274, FAX (831) 373-2357

www.pbcسد.org

Application for Employment

PLEASE PRINT

Equal opportunity to programs, services and employment is accessible to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Personnel Office.

Position applied for: Accounting Technician Date of application: _____

Name: _____ Social Security: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone _____ Mobile/Other Phone _____ E-mail Address _____

How did you find out about this position: _____

Do you have a legal right to be permanently employed in the U.S.? Yes No Federal law requires that all new employees furnish documentation verifying their identity and authorization to work in the United States at the time of appointment.

List any relatives currently employed by the Pebble Beach Community Services District and their relationship to you:

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s) _____

Driver's license number (driving is an essential job function) _____ State: _____

Date available for work: _____

Type of employment desired: Full-Time Part-Time Temporary

Will you travel if job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Do you hold a class B California Commercial Driver's License? Yes No

Will you work overtime if required? Yes No

If no, please explain

EMPLOYMENT HISTORY

Provide the following information of your past and current employers. Begin with your current or most recent employer. Include volunteer activities which relate to the position for which you are applying. Attach additional sheets if extra space is needed. Provide any comments explaining any gaps in employment.

Employer: _____	Phone: _____
Address: _____	
Job Title: _____	Employed From: _____ To: _____ <small>Month Day Year Month Day Year</small>
Supervisor's Name/Job Title: _____	Hours Per Week: _____
Responsibilities: _____	
Reason for Leaving: _____	
Employer: _____	Phone: _____
Address: _____	
Job Title: _____	Employed From: _____ To: _____ <small>Month Day Year Month Day Year</small>
Supervisor's Name/Job Title: _____	Hours Per Week: _____
Responsibilities: _____	
Reason for Leaving: _____	
Employer: _____	Phone: _____
Address: _____	
Job Title: _____	Employed From: _____ To: _____ <small>Month Day Year Month Day Year</small>
Supervisor's Name/Job Title: _____	Hours Per Week: _____
Responsibilities: _____	
Reason for Leaving: _____	

May we contact your current employer? Yes No Past employers? Yes No If no, please explain.

Have you ever had any training in the United States military which is related to the job for which you are applying? Yes No

If yes, please describe: _____

Do you have the physical and mental ability to perform the tasks on the **attached** job description, with or without accommodation?

Yes No (If accommodation is necessary, please describe below)

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background

A.) List last three (3) schools attended, starting with most recent. B.) List number of years completed. C.) Indicate degree or diploma earned, if any. D.) Grade Point Average or Class Rank. E.) Major field of study. F.) Minor field of study (if applicable).

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA /CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN

Additional Information

List professional, trade, business or civic associations and any office held. EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List any additional information you would like us to consider.

Applicant Statement (Please Read Carefully, Initial Each Paragraph and Sign below)

I certify that all information I have provided in order to apply for and secure work with the District is true, complete and correct.

Initial

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the District's service, whenever it is discovered.

Initial

I expressly authorize, without reservation, the District, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the District, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

Initial

I understand that the District does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

Initial

I understand and hereby acknowledge that any employment relationship with the District is of an "at will" nature, which means that the employee may resign at any time and the District 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 District.

Initial

I understand that no representative of the District, other than an authorized officer, has the authority to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the District's General Manager or his/her authorized representative.

Initial

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States as may be required by federal and state laws.

Initial

I understand that if I am offered employment, the offer will be contingent upon successful completion of a job related physical examination, pre-employment alcohol, drug screen and background check to include fingerprinting. I voluntarily agree to submit to these procedures.

Initial

I understand that if I am offered employment, I will be asked to authorize release of information from my Department of Transportation (DOT) regulated drug and alcohol testing records from my previous employers.

Initial

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ Date: _____