



# STEVENS PUBLIC UTILITY DISTRICT APPLICATION FOR EMPLOYMENT

P O Box 592, Loon Lake WA 99148 - 509-233-2534

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants are considered regardless of race, religion, color, age, sex, sexual orientation, marital status, nationality, veteran status or disability.

## INSTRUCTIONS - PLEASE READ

This is a general employment application required for all jobs and is valid for 90 days from Today's Date. As the hiring process continues, you may be asked to provide a more detailed survey of your qualifications as they relate to a specific job or an additional authorization for release of information. Please print or write clearly, do not type. Answer all questions, even if you have a resume. Check over your final application for accuracy. Please sign and date the application where indicated. If you need another form or have questions, please feel free to ask. If desired, please attach your resume.

Today's Date				
Last Name		First Name	Initial	Other names used:
Dates used: -				
Present Street Address		City	State	Zip
Previous Address if at present address less than 3 yrs		City	State	Zip
Home Telephone Number ( )	Message Phone ( )			
Can you provide documentation that you may be lawfully employed in the U.S.? Yes ___ No ___				
Have you applied here before? Yes ___ No ___ If yes, when?		Have you worked for this company before? _____ If yes, when and in what job?		
Do any of your relatives or persons of your same household work here? _____ If yes, please give their names.				
This company routinely checks the criminal backgrounds of applicants. Prior conviction of a crime does not necessarily disqualify an applicant. Convictions will be considered on a case by case basis, considering several factors, such as the nature of the crime, the time elapsed since the conviction, and the duties of the job. Have you ever been convicted of or pled guilty to any crime? Yes ___ No ___ If yes, please explain: _____			Are you currently or have you ever been required to register as a sex offender in any state or country? Yes ___ No ___	

Position applied for:		Have you done this kind of work before? If yes, where?	Date you are available to start:
List other jobs you believe you may be qualified for:			
How were you referred to us? <input type="checkbox"/> Newspaper <input type="checkbox"/> Employee referral (name) _____ <input type="checkbox"/> School (name) _____ <input type="checkbox"/> Walk-in <input type="checkbox"/> Agency (name) _____ <input type="checkbox"/> Other (explain) _____			
Your Preferred Schedule: <input type="checkbox"/> Full Time <input type="checkbox"/> Temp. / Seasonal <input type="checkbox"/> Part Time <input type="checkbox"/> On Call		What week days and hours are best for you?	What would be your second choice?
Check if you are willing to accept regular work on: <input type="checkbox"/> Full Time? <input type="checkbox"/> Temp./Seasonal <input type="checkbox"/> Day Shift? <input type="checkbox"/> Night Shift? <input type="checkbox"/> Weekends? <input type="checkbox"/> Part Time? <input type="checkbox"/> On Call? <input type="checkbox"/> Evening Shift? <input type="checkbox"/> Variable shifts?			Can you stay late on short notice if required?
Any prior commitments which would require absence of more than a few hours in the next 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, Please explain: _____			
Are you now, or do you expect to be engaged in any other business or employment? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, Please explain: _____			
List any certificates or licenses you hold related to your qualifications for the work you seek:			Are you willing to relocate?

### EDUCATION

High School	School Name and Full Address	Attended Dates:		Graduated?	Degree & Major Area	GPA
		From:	To:			
College/Univ.						
College/Univ.						
Trade, Other						
Are you currently a student? If Yes, Explain:		Scholastic honors achieved:				
Outside activities while in school which you feel reflect your abilities:						
Plans for future education/training:						

### WORK HISTORY - Start with PRESENT or most recent employer. Include MILITARY experience or volunteer work if full time or your major activity.

Name of Organization			Employment Dates (Month and year)		Type of Business or Industry	
			From	To		
Street Address			City		State	Zip
Supervisor Name and Title	May we contact?	Phone Number ( )	Your starting pay \$	Your ending pay \$	Employment Status (FT, PT, contract)	
Your job title(s), duties, skills used					Reason for leaving	

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			From	To		
Street Address			City		State	Zip
Supervisor Name and Title		Phone Number ( )	Your starting pay \$	Your ending pay	Employment Status (FT, PT, contract)	
Your job title(s), duties, skills used					Reason for leaving	

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			From	To		
Street Address			City		State	Zip
Supervisor Name and Title		Phone Number ( )	Your starting pay \$	Your ending pay \$	Employment Status (FT, PT, contract)	
Your job title(s), duties, skills used					Reason for leaving	

**WORK HISTORY continued**

Name of Organization	Employment Dates (Month and year)		Type of Business or Industry		
	From	To			
Street Address		City	State	Zip	
Supervisor Name and Title	Phone Number (     )	Your starting pay \$	Your ending pay \$	Employment Status (FT, PT, contract)	
Your job title(s), duties, skills used				Reason for leaving	

**VOLUNTEER ACTIVITIES AND EXPERIENCE**

Describe your involvement in volunteer activities which may help assess your abilities.

**OTHER SKILLS AND QUALIFICATIONS**

Please mention any other skills, qualifications or experience pertinent to the career you seek. (e.g. - Computers, software, machines, tools, special certifications, etc.)

**REFERENCES** Not former employers and family members

Name	Address, City, State, Zip	Phone Number	Occupation

**APPLICANT'S STATEMENT**

I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and complete. I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my immediate dismissal if hired.

I authorize this employer to investigate my background thoroughly, possibly including a full credit report, and agree to assist in such investigation. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information. I agree to submit to any drug test that may be required by the employer. I understand that the refusal to submit to testing will result in my disqualification for employment with this organization.

I also understand that employment may be conditioned upon an investigation into criminal convictions on record with local, State or Federal law enforcement authorities.

I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is NOT A CONTRACT.

I agree to present documentation proving my eligibility to work in the United States promptly upon confirmation of hiring, and that failure to do so voids any offer of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Today's date

# EMPLOYMENT APPLICATION

Equal Opportunity Employer

Applicant Name  
please print

Date:

Thank you for your interest in working for us!

Please review these important features of our hiring process:

1. Applications are accepted only when an opening within the organization exists.
2. Applications are active for 90 days or until the current hiring process is closed.
3. Applicants may be asked to review information about our mission, our high standards for employees and specific job requirements, and certify your understanding, before applying.
4. We conduct background checks, drug testing, job related testing, and team interviews to learn about you and your abilities before any hiring decisions are made.
5. Hiring is a two way process - We encourage applicants to ask questions and will do our best to answer them.
6. Due to the volume of applications received, we cannot notify each and every applicant not selected. Only those selected for further interview will be contacted.
7. In some cases, internal candidates are considered alongside external applicants.
8. This application does not guarantee an interview or offer of employment.
9. All job offers may be contingent on satisfactory completion of background investigation and a fitness for duty assessment. Job offers are not final until confirmed in writing.
10. Our employees deserve the best co-workers possible. Therefore we reserve the right to hire the best qualified person for the job.

PLEASE INITIAL THIS AFTER READING ABOVE \_\_\_\_\_