



# EMPLOYMENT EXPERIENCE

May we contact your present employer?  
Are you on lay-off and subject to recall?

Yes  No   
Yes  No

Starting with your present or last job, please indicate your employment history. Also include both your military service assignments and volunteer activities. Attach a separate sheet if you need more space.

1. \_\_\_\_\_ ( ) \_\_\_\_\_  
Employer Telephone

Address \_\_\_\_\_ Dates from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title \_\_\_\_\_

Summarize nature of work performed and job responsibilities \_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact for reference ? Yes  No  Later

2. \_\_\_\_\_ ( ) \_\_\_\_\_  
Employer Telephone

Address \_\_\_\_\_ Dates from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title \_\_\_\_\_

Summarize nature of work performed and job responsibilities \_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact for reference ? Yes  No  Later

3. \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Employer

Address \_\_\_\_\_ Dates from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title \_\_\_\_\_

Summarize nature of work performed and job responsibilities \_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact for reference ? Yes  No  Later

4. \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Employer

Address \_\_\_\_\_ Dates from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title \_\_\_\_\_

Summarize nature of work performed and job responsibilities \_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact for reference ? Yes  No  Later

5. \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Employer

Address \_\_\_\_\_ Dates from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title \_\_\_\_\_

Summarize nature of work performed and job responsibilities \_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact for reference? Yes  No  Later

# BACKGROUND

## Education

a.) List the last three (3) schools you attended, starting with the most recent. b.) List number of years completed.  
c.) Indicate degree or diploma earned, if any, and d) Major field of study.

a. School /location	b. No. Years Completed	c. Degree/ Diploma	d. Major Field
1. _____			
2. _____			
3. _____			

## Skills

List any job-related or specialized skills such as language fluency which you possess and indicate how/where you acquired them.

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## Accomplishments

List any special accomplishments, publications, awards (Exclude organizations which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

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## Associations

List professional, trade, business, or civic associations and any offices held. (Exclude memberships that would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices held
_____	
_____	
_____	

## References

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

Name	Telephone	Years Known
1.		
2.		
3.		

Do you have any relatives who are employed in a supervisory capacity by the Twin Lakes Regional Sewer District?  
Yes  Who? \_\_\_\_\_ No

## APPLICATION AGREEMENT

*It is understood and agreed upon that any misrepresentation by me in this application will result in cancellation of this application and separation from the employer's service if I have been employed.*

*I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.*

*I understand and agree that in compliance with the District's drug and alcohol testing policy for employees, I may be asked to submit to random alcohol and/or illegal drug testing prior to starting my employment with the District and/or during the course of my employment. I also understand that positive test results may have an adverse affect on my employment with the District in accordance with the District's Drug Testing Policy. If I accept employment with the Twin Lakes Regional Sewer District, I am also accepting all personnel policies.*

*I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice, subject to the requirements of federal and state law. I understand that no representative of the Employer has the authority to make any assurances to the contrary.*

\_\_\_\_\_  
Signature of Applicant indicating acceptance and understanding

\_\_\_\_\_  
Date