

Bear River Water Conservancy District

Application for Employment

102 West Forest St.
Brigham City, UT 84302
www.brwcd.com

The Bear River Water Conservancy District is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability, or veteran status. If you need assistance completing this application, please let us know.

Date of Application: _____

Name: _____
First Middle Last

Address: _____
Street City State Zip

Phone Number: _____ Cell Phone Number: _____

Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? Yes No
(If offered employment, you will be required to provide documentation to verify eligibility).

EMPLOYMENT DESIRED & AVAILABILITY:

Position applying for: _____

Type of Employment Desired: Full-Time Part-Time Temporary or Seasonal

For Jobs requiring driving: Do you possess a valid Utah Driver's License? Yes No

For Jobs requiring typing: Certified Typing Speed _____ wpm Date of Certification _____

Date you can start: _____ Salary desired: _____ per _____

Are you employed now? Yes No

If yes, may we contact your present employer? Yes No

Employer's Name: _____

Address: _____

Phone: _____

EDUCATION:

	High School	Technical School	College	Other
School Name and Location				
Years Completed	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Diploma/Degree	Yes No	Yes No	Yes No	
Major Course(s) of Study				

WORK EXPERIENCE:

Start with your present or last job. Include U.S. military service.

Employer: Telephone:	Dates Employed		Summarize the type of work performed and the job responsibilities
	From	To	
Address:			
Job Title:	Hourly Rate/Salary		
Immediate Supervisor:	Start	Final	
Reason for leaving?			
May we contact for reference? () Yes () No			

Employer: Telephone:	Dates Employed		Summarize the type of work performed and the job responsibilities
	From	To	
Address:			
Job Title:	Hourly Rate/Salary		
Immediate Supervisor:	Start	Final	
Reason for leaving?			
May we contact for reference? () Yes () No			

Employer: Telephone:	Dates Employed		Summarize the type of work performed and the job responsibilities
	From	To	
Address:			
Job Title:	Hourly Rate/Salary		
Immediate Supervisor:	Start	Final	
Reason for leaving?			
May we contact for reference? () Yes () No			

Explain any gaps in work history:

SKILLS AND QUALIFICATIONS:

Proficiency with computer software

Indicate as follows: 1- expert 2 - intermediate 3 - beginner or none

____ MS Word ____ MS Excel ____ MS PowerPoint ____ Internet ____ SCADA

____ MS Access ____ MS Outlook ____ Caselle ____ Quickbooks ____ GIS

Summarize any special skills, experience, courses taken, licenses, certificates and/or training that may qualify you to perform the job-related functions of the position for which you are applying:

REFERENCES:

List three references that are not former employers and are not related to you:

Name	Address	Phone	Yrs. known	Business
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In the last ten (10) years, after reaching the age of 18 years, have you ever been charged with an offense other than a minor traffic violation that has resulted in something other than dismissal that would be applicable to the job you are applying for?

Yes _____ No _____ If yes, give dates, type of offense, location and disposition:

(Convictions do not bar applicant from employment but will be evaluated according to time, circumstances and severity)

Are you related to anyone currently working for the Bear River Water Conservancy District? Yes _____ No _____

If yes, name of the employee relative: _____ Relationship _____

After reading the job description for the job you are applying for, explain how you feel you meet its requirements: (Attach additional information of necessary)

If you have any questions, please contact the General Manager.

APPLICANT’S STATEMENT

I certify that the answers given and statements contained in this application are complete and true to the best of my knowledge. I understand that any falsification of information, omissions or misrepresentations of facts may prevent me from being hired, or if hired, may subject me to immediate dismissal.

A. I authorize any of the persons or organizations referenced in this application to give to the BRWCD any and all information concerning my previous employment, education or other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that my result in furnishing such information. I authorize the BRWCD to request and receive such information.

I understand and acknowledge that any employment relationship with the BRWCD is of an “at will” nature, which means the employee may resign at any time and employer may discharge the employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written documentation or by conduct unless the General Manager specifically acknowledges such change in writing.

B. In consideration of my employment by BRWCD, I agree to conform to the rules and regulations of BRWCD and acknowledge that these rules and regulations may be changed, interpreted, withdrawn or added to by BRWCD at any time, at the sole option of BRWCD and without any prior notice to me.

I understand it is the District’s policy not to refuse to hire a qualified individual with a disability because of that person’s need for a reasonable accommodation as required by the ADA. I also understand that the use of alcohol and/or illegal drugs is prohibited during my employment. I am willing to consent and submit to drug and alcohol testing to detect the use of illegal drugs and/or alcohol prior to and during employment upon the District’s request. I further understand that the Bear River Water Conservancy District reserves the right in its sole discretion to at any time modify, interpret, revoke, suspend, terminate or change any and all plans, policies, procedures, rules and benefits, in whole or in part, with or without advance notice. In addition, I understand that no supervisor, representative or officer of the BRWCD has any authority to make any agreement contrary to the policies, practices, rules, and benefits with any employee, without the express written authority of the General Manager.

C. I acknowledge that I have been advised that this application will remain active only for the time period in which the position I have applied for remains open.

Signature of Applicant: _____

Date: _____