



LEADERS IN
ENVIRONMENTAL
PROTECTION

**LEUCADIA WASTEWATER DISTRICT
1960 LA COSTA AVENUE
CARLSBAD, CA 92009**

INSTRUCTIONS TO APPLICANTS FOR EMPLOYMENT

The following instructions have been provided to assist you in completing your employment application, and to provide you with important information on the Leucadia Wastewater District (LWD) recruitment policies.

IMPORTANT – PLEASE BE SURE TO READ THIS INFORMATION CAREFULLY BEFORE FILLING OUT YOUR APPLICATION

1. The employment application is one of the most important screening and selection tools used by the LWD. It is used at all points of the hiring process, and is the applicant's primary method of illustrating his/her qualifications. Applications must be filled out completely and clearly show that the minimum qualifications are met. False statements, as well as failure to disclose requested information, will be cause for disqualification, removal from an eligibility list, or discharge from employment. Resumes may be attached, but will not be accepted in lieu of a completed LWD application form. If more space is needed, attach additional sheets. Please print clearly in ink, or type.
2. All statements made on the application are subject to investigation and verification, and applicants may be required to provide documentary evidence of certificates, degrees, training, experience, licenses or educational credits.
3. Completed application materials must be received by the Human Resources Office by 4:00 p.m. on the closing date. Postmarks will not be accepted. Faxed applications and photocopies of the application will not be accepted. Applications and other related application materials, whether accepted or rejected, shall not be returned.
4. Applicants must complete a separate application form for each position for which they are applying. Applications shall only be accepted during a recruitment period for the designated position(s), and will not be held for future recruitments.
5. Final candidates may be required to provide a current printout of their driving record from the Department of Motor Vehicles. Do not submit DMV printouts with application materials –it will be requested at a later time.
6. In compliance with the Immigration and Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.
7. Candidate(s) chosen for the position will be required to take and pass a substance abuse test, which will be included during the employment entrance medical examination. A positive test will disqualify an applicant from employment if it indicates abuse of alcohol, use of illegal drugs or improper prescription drug use. Applicants who refuse to submit to a test will also be disqualified from employment. Candidates are cautioned not to quit or give notice to present employers until they qualify on the medical and drug screen examination.

EQUAL OPPORTUNITY: The Leucadia Wastewater District does not discriminate on the basis of age, sex, race, color, religion, national origin, ancestry, marital status or physical disability in its employment actions, decisions, policies and practices.

2. Name of Employer		Type of Business		
Address				Phone
Dates Employed From: To:	Starting Title	Last title	Starting Salary	Final or Current Salary
Name of Supervisor	May We Contact Now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving or Desiring to Leave		
Brief Description of Duties				

3. Name of Employer		Type of Business		
Address				Phone
Dates Employed From: To:	Starting Title	Last title	Starting Salary	Final or Current Salary
Name of Supervisor	May We Contact Now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving or Desiring to Leave		
Brief Description of Duties				

4. Name of Employer		Type of Business		
Address				Phone
Dates Employed From: To:	Starting Title	Last title	Starting Salary	Final or Current Salary
Name of Supervisor	May We Contact Now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving or Desiring to Leave		
Brief Description of Duties				

Summarize prior relevant experience and fill in periods of unemployment or periods not accounted for above. Use a separate sheet of paper if you need more space.

Where/How did you learn about this job opening?

PLEASE READ VERY CAREFULLY

I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for hereon will be sufficient cause for cancellation of consideration for employment or dismissal from LWD service if I have been employed.

I understand that offers of employment are contingent upon successful completion of an LWD-paid physical examination to see if the undersigned applicant is fit to perform the essential functions of the job. All job applicants who are selected to fill a position must, as part of that physical examination, submit to and pass a drug-screening test. Some job classifications require a respirator fitness evaluation.

I understand that employment with the LWD is for an indefinite and unspecified duration and that employment with the LWD is at the mutual consent of the employee and the LWD and can be terminated at will, at any time, by the employee or the LWD per LWD's Human Resources Policy Manual.

I agree that the Leucadia Wastewater District and my previous employers shall not be held liable in any respect if any employment offer is not tendered, is withdrawn or my employment is terminated due to falsity of the statements and answers in this application form or during my interview(s).

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND IT.

Signature (Acknowledgment)

Date



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LEUCADIA WASTEWATER DISTRICT

REQUIRED DISCLOSURE

[California Civil Code § 1786.16; 15 U.S.C. 1681 (b)]

You have submitted an application for employment with Leucadia Wastewater District. Please be aware that, as part of the application process, a background investigation may be commenced *and an investigative consumer report regarding you may be sought* as part thereof. The purpose of seeking an investigative consumer report regarding you is to evaluate your suitability for employment with Leucadia Wastewater District.

The Leucadia Wastewater District has specifically requested information regarding criminal history, education, and employment history. The investigative consumer report may include information on your character, general reputation, personal characteristics, and/or mode of living. The report will be made by Palomar Investigative Services, P.O. Box 130158, Carlsbad, CA 92013-0158, (866) 931-1300.

You may request the investigative consumer reporting agency to provide you with a copy of the report and to make its files regarding you available for inspection. See Civil Code § 1786.10.

Signature

Printed Name

Date