



EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYMENT: It is the policy of the South San Luis Obispo County Sanitation District that there shall be no discrimination based upon any protected status under federal or state level, including but not limited to race, national origin, religion, sex, physical disabilities, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, and granting of leaves and any disciplinary or grievance action.

APPLICANT INVESTIGATION POLICY: South San Luis Obispo County Sanitation District (SSLOCS D) recognizes the importance of maintaining a safe work place with employees who are honest, trustworthy, qualified, reliable and non-violent, and who do not represent a risk of harm to them self, their co-employees or others. For purposes of furthering these concerns and interests, before hiring a person SSLOCS D reserves the right to investigate the applicant's employment history, by obtaining information from any source regarding the applicant's education, experience, character, financial or credit record, as well as other relevant information that is reasonably available to SSLOCS D, as it relates to the applicant's employment or the position for which the applicant has applied. The background check may also include criminal convictions (with exceptions as stated in the background authorization form). Consistent with these practices, job applicants continuing in the recruitment process, will be asked to sign an agreement requesting, authorizing and consenting to the release of information to SSLOCS D in releasing all concerned from liability for disclosure of information. Consistent with legal requirements, SSLOCS D reserves the right to exclude any applicant from consideration for employment if the applicant refuses to sign this agreement as requested.

SSLOCS D's policies regarding company property, security, privacy, searches and its drug-free workplace policy provide further information about SSLOCS D's discretion to investigate employees and mandatory reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting SSLOCS D.

1. Position Applying For: _____

2. Candidate Name: _____
(Last) (First) (Middle Initial)

Candidate's Other Names Used (To Verify Employment/Educational History):

Name: (Last) (First) (Middle Initial)

Name: (Last) (First) (Middle Initial)

3. _____
 Present Mailing Address: (Number/P.O. Box) Street Home Phone

 (City) (State) (Zip Code) Work Phone

4. _____
 Permanent Address (if different from above) Street

 (City) (State) (Zip Code)

5. Are you legally old enough to work in this job? YES NO

6. If employed, I can produce verification of your legal right to work in the United States?
 YES NO

7. Do you speak, read and write a language in addition to English? If so, please identify:

 Language Fluent Basic

8. EDUCATION: Applicant may be required to furnish proof of academic training transcript or diploma, or certificate.

Last High School Attended:

Did you graduate? YES NO

If you did not graduate, do you possess a valid GED certificate? YES NO

RÉSUMÉS MAY BE ADDED, AND **CANNOT** BE SUBSTITUTED FOR THIS SECTION

College or University	Major/Minor	Units completed or Degree	Years

List any school courses, special skills, training, machines or equipment that you can operate that relate to the requirements of the position:

9. Applicants for jobs requiring typing please certify skill level: Speed ____ (W.P.M.)

10. Driver's license number, if required for job: _____

Date of expiration: _____ Class Number: _____

11. Top applicants that pass the minimum qualifications screening in the recruitment process, will be contacted to submit the following documents, which must be received by all candidates within prescribed timeframes:

- (a) Signed Statement of Physical Requirements.
- (b) A signed Notification and Authorization to Conduct Employment Background Investigation, which includes criminal convictions (excluding some marijuana convictions more than two years old, any post-trial diversion program, or any legally expunged or eradicated conviction).
- (c) DMV print-out, dated within the last thirty (30 days).*
- (d) Valid required job-related certificate(s) issued by the appropriate authority.

It is the applicant's responsibility to respond timely in order to move forward with the recruitment process.

* If the job description requires employee to operate District vehicle, your application will not be considered if DMV printout is not attached.

EXPERIENCE: Show your present job first; then list all other jobs in order, working down from the most recent. Use a separate block for each job held even though with the same organization. List any job-related volunteer experience. If hours worked per week varied, give average. Account for all time for at least the last ten years. Attach additional sheet, if necessary.

Dates/Salary/ Hours	Exact Job Title and Duties	Employer's Name, Address and Phone	May We Contact
From ___/___/___ to ___/___/___ \$_____ Per _____ Hours Worked Per	Title: _____ _____ Duties: _____ _____ _____ Reason for Leaving: _____ _____ _____	_____ _____ _____ _____ _____ Supervisor: _____ _____	YES NO

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

P.O. Box 339, Oceano, CA 93475-0339 / 1600 Aloha Place, Oceano, CA 93445-9735
(805) 481-6903 / www.sslocsd.org

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13. Were you ever discharged or asked to resign from a position? YES NO

Would you object to contacting of previous/current employer? YES NO

If you have answered yes to either of the above, please explain:

14. Have you ever initiated an act of violence in your workplace? YES NO

A yes answer will not necessarily disqualify you. Please explain any "yes" answer above fully so individual circumstances can be considered. Use additional paper if needed.

15. The South San Luis Obispo County Sanitation District is an equal opportunity employer and does not discriminate in employment. No questions on this application and any supplemental information received is used for the purpose of limiting or excusing any Applicant from consideration for employment on a basis prohibited by local, state or federal law.

16. The South San Luis Obispo County Sanitation District has a policy that any offer of employment shall be contingent upon the applicant successfully passing a District physician's exam and a urine and blood test for illicit drugs pursuant to Section 5060 of the South San Luis Obispo County Sanitation District Employee Policy and Procedure Manual. Persons who do not receive said physician's certification of qualification to do the type of work required by the position applied for, or who test positive for the presence of illicit drugs in their body will not be considered further. If you have reason to believe that you will not pass a physician's examination or will register positive on a drug test, or if you are unwilling to consent to such a test or examination, it is recommended that you do not submit an application. Immediately prior to reporting for drug testing, all applicants shall complete a Consent and Release Form to be kept on file in the District office, attached hereto.

17. Before date of hire, Applicant shall be required to pass a physical exam by a physician at District's designation and expense. Applicant shall submit proof of United States citizenship or legal right to remain and work in United States, be fingerprinted and submit proof of age.

18. Please attach any additional job-related information with your application which you feel will help the District in its evaluation of your qualifications.

19. Prior to turning in your application to the District, re-check it to make sure it is correct, accurate, and complete.

20. I understand that it is the District's policy not to refuse to hire a qualified individual because of this person's need for a reasonable accommodation that would be required by the ADA/FEHA.

21. If job description requires employee to operate a District vehicle, I give the District the right to investigate my DMV records.

22. CERTIFICATION OF APPLICANT: I certify that all the statements made in this application are true, accurate, and complete to the best of my knowledge. I understand that all statements are subject to verification by the District and any false statements, misrepresentation of fact, or omissions of material facts may be considered sufficient to subject me to disqualification or if employed, may be cause for dismissal.

Date: _____ Signature: _____