



# FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road  
Fairfield, CA 94534-9700  
Phone (707) 429-8930  
Fax (707) 429-1280  
[WWW.FSSD.COM](http://WWW.FSSD.COM)

## Application for Employment

Position applied for: \_\_\_\_\_ Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ Cell / Mssg \_\_\_\_\_ E-mail Address: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

If you are under 18 can you furnish a work permit? \_\_\_\_\_ Yes No

If no, explain here: \_\_\_\_\_

Have you been employed by FSSD before? If yes, provide dates and job titles: \_\_\_\_\_

Are you legally eligible for employment in the US? \_\_\_\_\_ Yes No

Date Available for work \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Employment sought: Full-Time  Part-Time  Temporary  Student Intern

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?  
*This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.* Yes No

Need more information about the job's "essential functions" in order to respond  
*Answering "yes" to either of the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? \_\_\_\_\_ Yes No

If yes, please provide date(s) and details: \_\_\_\_\_

### EMPLOYMENT HISTORY: Starting with your most recent employer, please provide a complete employment history

Employer: \_\_\_\_\_ Phone # \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Direct Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Dates Employed (Mo/Yr) From: \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ Your Initial job title: \_\_\_\_\_ Final Title: \_\_\_\_\_

Summary of job duties: \_\_\_\_\_

May we contact this employer for a reference? Yes No <input type="checkbox"/> Later	Why did you leave?
	Compensation: Starting pay: _____ Per <input type="checkbox"/> Hourly <input type="checkbox"/> Salaried <input type="checkbox"/> Other Comp? _____ Final pay: _____ Per <input type="checkbox"/> Hourly <input type="checkbox"/> Salaried <input type="checkbox"/> Other Comp? _____

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City: \_\_\_\_\_ State: \_\_\_\_\_ Direct Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

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Summary of job duties: \_\_\_\_\_

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# Application for Employment (cont.)

Employer: \_\_\_\_\_ Phone # \_\_\_\_\_ Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Direct Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_  
 Dates Employed (Mo/Yr) From: \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ Your Initial job title: \_\_\_\_\_ Final Title: \_\_\_\_\_  
 Summary of job duties \_\_\_\_\_  
 \_\_\_\_\_

May we contact this employer for a reference? Yes    No <input type="checkbox"/> Later	Why did you leave? <b>Compensation:</b> Starting Pay: _____ Per <input type="checkbox"/> Hourly <input type="checkbox"/> Salaried <input type="checkbox"/> Other Comp? _____ Final Pay: _____ Per <input type="checkbox"/> Hourly <input type="checkbox"/> Salaried <input type="checkbox"/> Other Comp? _____
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 Dates Employed (Mo/Yr) From: \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ Your Initial job title: \_\_\_\_\_ Final Title: \_\_\_\_\_  
 Summary of job duties: \_\_\_\_\_  
 \_\_\_\_\_

May we contact this employer for a reference? Yes    No <input type="checkbox"/> Later	Why did You leave? <b>Compensation:</b> Starting pay: _____ Per <input type="checkbox"/> Hourly <input type="checkbox"/> Salaried <input type="checkbox"/> Other Comp? _____ Final Pay: _____ Per <input type="checkbox"/> Hourly <input type="checkbox"/> Salaried <input type="checkbox"/> Other Comp? _____
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 Summary of job duties: \_\_\_\_\_  
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**SKILLS AND QUALIFICATIONS:** Summarize special training, skills, licenses and/or certificates relevant to your ability to perform in the position for which you are applying: \_\_\_\_\_  
 \_\_\_\_\_

**Computer skills:** \_\_\_\_\_

**REFERENCES:** List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship	Phone #	Yrs Known

**EDUCATIONAL BACKGROUND:** Starting with your most recent school attended, provide the following information

School (City and State)	Years Completed	Degrees & Certifications	GPA Class Rank	Major / Minor

**Applicant Statement:**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the Fairfield-Suisun Sewer District to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Fairfield-Suisun Sewer District does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am an at-will employee and am free to resign at any time, with or without cause and with or without prior notice, and the Fairfield-Suisun Sewer District reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the General Manager.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Fairfield-Suisun Sewer District does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. Fairfield-Suisun Sewer District likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. FSSD takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) result in my immediate discharge from the employer's service, whenever it is discovered.

**READ THE APPLICANT STATEMENT ABOVE BEFORE SIGNING BELOW:**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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