



NAVAJO WESTERN WATER DISTRICT
705 Navajo Road; Walsenburg, CO 81089
Telephone: 719-738-3130 / Email: office@nwwd.us

APPLICATION FOR EMPLOYMENT

Navajo Western Water District (NWWD) is an equal opportunity employer. NWWD does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? ___Yes ___No

Are you at least 18 years or older? (If not, you may be required to provide authorization to work.) ___Yes ___No

Have you ever been terminated from employment or asked to resign by an employer? ___Yes ___No

If yes, please provide company names and details _____

Can you work any shift? ___Yes ___No If no, explain: _____

Can you work overtime, including weekends? ___Yes ___No

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? ___Yes ___No

EMPLOYMENT DESIRED

Date you can start _____

Position desired _____

Are you currently employed? ___ If so, may we inquire of your present employer? _____



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REFERRAL SOURCE

How did you hear about us? ___ Walk In ___ Advertisement ___ Referral ___ Other

Have you ever worked for this company before? ___ Yes ___ No
 Explain _____

Do you know anyone who works for our company? ___ Yes ___ No
 If yes, who? _____

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. ***Incomplete information could disqualify you from further consideration.*** If you need to add to your Employment History, make a copy of page 3 and attach to this application.

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			



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EMPLOYMENT HISTORY (cont.)			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
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Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three people not related to you, whom you have known for at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

Please Read Carefully Before Signing

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for NWWD to hire me. If I am hired, I understand that either NWWD or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of NWWD has the authority to make any assurance to the contrary. If I am hired, I also understand that I must be able to produce a High School Diploma or GED equivalent, a current, valid Colorado Driver's License in good standing, and must pass required drug and alcohol screening and criminal background check.

I attest with my signature below that I have given to NWWD true and complete information on this application. No requested information has been concealed. I authorize NWWD to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

Printed name of Applicant: _____