



Chester Public Utility District

WATER & WASTEWATER · CHESTER, CALIFORNIA

P. O. Box 503, Chester, CA 96020 | (530) 258-2171 | chesterpud.org

APPLICATION FOR EMPLOYMENT

Complete one application for each position | You may type in this form and save it

Instructions. Complete every section that applies to you. You may attach a resume, but please also complete the work history below. If you need a reasonable accommodation to apply or to take part in any part of the selection process, call the District office at (530) 258-2171.

BEFORE YOU START

Do not include your Social Security number, date of birth, or pay history from any job. The District does not ask for them on this application. (The District will ask for what it needs for payroll only after a job offer.)

Conviction history. The District will not ask about conviction history until after a conditional offer of employment, and will follow the California Fair Chance Act (Government Code section 12952) if it reviews conviction history after an offer.

Pay. The pay range for each position is listed in its job posting at chesterpud.org.

1. POSITION

Position applying for: Date:

Type of work wanted: ☐ Full-time ☐ Part-time ☐ Temporary/seasonal ☐ Intermittent/as needed

Date you could start:

How did you hear about this job?:

2. CONTACT INFORMATION

Name:
Last First Middle

Other names you have worked under (only if needed to check your work history or references):

Mailing address (street or P.O. box, city, state, ZIP):

Primary phone: Other phone:

Email:

3. GENERAL QUESTIONS

Are you at least 18 years old? ☐ Yes ☐ No

If hired, can you provide proof that you are legally authorized to work in the United States? ☐ Yes ☐ No

If the job posting lists a driver's license or other license as a requirement for this position, do you have it? ☐ Yes ☐ No ☐ Not required

Are you related to, or in a household with, a District employee or Board member? ☐ Yes ☐ No

If yes, name and relationship:

Have you worked for Chester Public Utility District before? ☐ Yes ☐ No

If yes, dates and position:

4. LICENSES AND CERTIFICATIONS

List licenses or certifications related to this position (for example, water or wastewater operator certificates, commercial driver's license, equipment operator training). Include copies if you have them.

Type:		Issued by:		Expires:	
Type:		Issued by:		Expires:	
Type:		Issued by:		Expires:	

5. EDUCATION AND TRAINING

List education and training related to this position. Dates are not needed.

Do you have a high school diploma, GED, or equivalent? ☐ Yes ☐ No

School or program:		City/State:		Degree/subject:	
School or program:		City/State:		Degree/subject:	
School or program:		City/State:		Degree/subject:	

6. WORK HISTORY

Start with your current or most recent job and cover about the last 10 years. Include volunteer or military service if it relates to this position. Briefly explain any long gaps in the space at the end of this section if you wish. **Do not list your pay.**

Job 1 (most recent)

Employer:		Phone:	
Address:		Supervisor name:	
Your job title:		Start (month/year):	
End (month/year, or "present"):		May we contact? ☐ Yes ☐ No	

Main duties:

Reason for leaving:

Job 2

Employer:		Phone:	
Address:		Supervisor name:	
Your job title:		Start (month/year):	
End (month/year, or "present"):		May we contact? ☐ Yes ☐ No	

Main duties:

Reason for leaving:

Job 3

Employer: Phone:
Address: Supervisor name:
Your job title: Start (month/year):
End (month/year, or “present”): May we contact? ☐ Yes ☐ No

Main duties:

Reason for leaving:

Job 4

Employer: Phone:
Address: Supervisor name:
Your job title: Start (month/year):
End (month/year, or “present”): May we contact? ☐ Yes ☐ No

Main duties:

Reason for leaving:

Additional work history or comments (optional):

7. SKILLS

Describe skills, equipment, or software experience related to this position (for example, Microsoft Word and Excel, accounting or payroll software, heavy equipment, customer service).

8. REFERENCES

List three people, not related to you, who know your work or character. Former supervisors are preferred.

Name:	Phone:
Relationship (e.g., former supervisor):	Years known:
Name:	Phone:
Relationship (e.g., former supervisor):	Years known:

Name: Phone:

Relationship (e.g., former supervisor): Years known:

9. CERTIFICATION AND SIGNATURE

- I certify that the information in this application and any attachments is true and complete. I understand that a false or misleading statement, or leaving out important information, may disqualify me or, if I am hired, may lead to discipline up to and including dismissal.
- I authorize the District to check the information I have given and to contact my references and the employers I listed (except any I marked “No” for “May we contact?”).
- I understand that any background check, medical examination, or drug or alcohol test will take place only after a conditional offer of employment, only if it is required for the position, and only as allowed by law. Separate notices and consent forms will be provided then.
- I understand that this application is not an offer of employment or a contract. If I am hired, my employment will be governed by District policies, any applicable labor agreement, and state and federal law, including any probationary period that applies to the position, and I must provide proof of authorization to work in the United States.
- I understand that this application will be kept by the District as a confidential personnel record.

Signature (you may type your full name): Date:

☐ By typing my name above, I intend it to be my signature on this application.

HOW TO SUBMIT THIS APPLICATION

Online: save the completed application and upload it, with your resume, on the Apply Online page at chesterpud.org. It goes directly to the General Manager. **By email:** send it to General Manager Bonnie Mullaney at bmullaney@chesterpud.org (the button below starts the email if your PDF viewer supports it). **In person or by mail:** print it and bring it to the District office, 251 Chester Airport Rd., Monday through Friday, 8:00 a.m. to 4:30 p.m. (closed 12:00 to 1:00 p.m.), or mail it to P.O. Box 503, Chester, CA 96020.

Email application to the General Manager

Chester Public Utility District is an Equal Opportunity Employer. The District does not discriminate against applicants or employees on any basis protected by state or federal law.

DISTRICT USE ONLY

Date received / received by

How received (online, email, in person, mail)

Notes