COVINA VALLEY WATER COMPANY

EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer. All applicants are considered for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, and related medical conditions), national origin, ancestry, citizenship, age, physical or mental disability, medical condition, genetic information, marital status, sexual orientation, gender identity or expression, military or veteran status, or any other characteristic protected by California or federal law.

Please answer every question completely and truthfully. Do not leave any section blank — write "N/A" if a question does not apply to you. This application will be considered active for 90 days.

Position Information

_____ _____

Position Applied For *Date Available to Start*

☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal

_____

Desired Pay Rate / Salary Expectation

(California law prohibits us from asking about your salary history. If you'd like to know the pay range for this position, you're welcome to request it.)

Personal Information

_____

Full Legal Name (Last, First, Middle)

_____ _____

Street Address *City, State, ZIP*

_____ _____

Phone Number *Email Address*

☐ Are you at least 18 years of age? ☐ Yes ☐ No (If under 18 and applicable, a valid work permit may be required.)

☐ Are you legally authorized to work in the United States? ☐ Yes ☐ No

(Proof of identity and work authorization will be required upon hire, in compliance with federal law, but is not required to apply.)

Availability

☐ Are you able to perform the essential functions of the position applied for, with or without reasonable accommodation?
☐ Yes ☐ No

_____

Days/Hours Available

☐ Have you previously applied to or worked for Covina Valley Water Company? ☐ Yes ☐ No If yes, when: _____

Education

High School / GED

School Name | *Dates Attended (MM/YYYY–MM/YYYY)*

Address | *Phone Number*

Degree or Course of Study | *Did you graduate? ☐ Yes ☐ No*

College / University

School Name | *Dates Attended (MM/YYYY–MM/YYYY)*

Address | *Phone Number*

Degree or Course of Study | *Did you graduate? ☐ Yes ☐ No*

Trade, Technical, or Other Training

School Name | *Dates Attended (MM/YYYY–MM/YYYY)*

Address | *Phone Number*

Degree or Course of Study | *Did you graduate? ☐ Yes ☐ No*

Employment History (Most Recent First — Attach Additional Sheets if Needed)

Employer #1

Employer Name | *Dates Employed (MM/YYYY–MM/YYYY)*

Address | *Phone Number*

Position Held | *Supervisor Name*

Reason for Leaving

COVINA VALLEY WATER

Employer #2

Employer Name | *Dates Employed (MM/YYYY–MM/YYYY)*

Address | *Phone Number*

Position Held | *Supervisor Name*

Reason for Leaving

Employer #3

Employer Name | *Dates Employed (MM/YYYY–MM/YYYY)*

Address | *Phone Number*

Position Held | *Supervisor Name*

Reason for Leaving

Skills, Licenses & Certifications

Relevant Skills, Software, Licenses, or Certifications (e.g., QuickBooks, driver's license, notary, etc.)

References

Please list three professional references (not related to you).

Name | *Relationship* | *Phone Number*

Name	Relationship	Phone Number
Name	Relationship	Phone Number

Applicant Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading statement or omission may be grounds for rejection of my application or, if hired, termination of employment at any time, regardless of when discovered.

I understand that this application is not an offer of employment or a contract of any kind, and that if hired, my employment will be "at-will," meaning either I or the Company may terminate the employment relationship at any time, with or without cause or advance notice.

I understand that Covina Valley Water Company will not consider my criminal history, if any, unless and until after a conditional offer of employment has been made, and only in accordance with California's Fair Chance Act.

I authorize Covina Valley Water Company to verify the information provided in this application, including contacting the references and employers listed above, and I release all parties from liability for providing such information in good faith.

Applicant Signature	Date

For Office Use Only — Do Not Write Below This Line

Received By	Date Received	Position Requisition #