

## KOOTENAI-PONDERAY SEWER DISTRICT

### Application for Employment

An Equal Opportunity Employer

To be considered an applicant, you must complete this form. A resumé may also be attached. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for your signature. This application is to fill the current open position only. Kootenai-Ponderay Sewer District requires pre-employment drug testing and background checks.

Personal Information:				
Name:				
	Last	First	Middle	Other Names Used
Address:				
	Street	City	State	Zip
Telephone: (    ) (    ) (    )				
	Home	Cell	Message	
Email Address:				
Position Applying For:				
Job Title:				
Are you applying for:                      What shifts will you work?                      May We Contact Present Employer?				
	F/T <input type="checkbox"/> P/T <input type="checkbox"/> Temp/Seasonal	<input type="checkbox"/> Days <input type="checkbox"/> Nights	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Available Start Date:				
Available for: On-Call <input type="checkbox"/> Weekends <input type="checkbox"/>				

Are you legally eligible to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Federal Law requires proof of identity and employment authorization for all new employees.)	
Can you travel if the job requires it? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/> State: _____	

Education/Training					
<u>School</u>	<u>Name</u>	<u>Location</u>	<u>Dates Attended From / To:</u>	<u>Diploma, Degree &amp; Major</u>	<u>Graduated?</u>
High School					
College					
Other (Business, Vocational, Military)					

**Employment History** (Please Start With the Most Recent, Ending With Age 18, Excluding Part-Time Positions Held While Obtaining Higher Education—Use Additional Paper as Necessary.):

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Street	City	State	Zip
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Telephone: (    )                      Supervisor Name: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_                      Final Rate of Pay: \_\_\_\_\_

Position Held: \_\_\_\_\_

Primary Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Next Employer:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Street	City	State	Zip
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Telephone: (    )                      Supervisor Name: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_                      Final Rate of Pay: \_\_\_\_\_

Position Held: \_\_\_\_\_

Primary Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Next Employer:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Street	City	State	Zip
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Telephone: (    )                      Supervisor Name: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_                      Final Rate of Pay: \_\_\_\_\_

Position Held: \_\_\_\_\_

Primary Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Technology Skills (List All Skills & Software Applications You Have Experience Using):**

Word Processing:  
 Spreadsheet:  
 Other Software:  
 Database:  
 Microsoft Office? Yes  No  PowerPoint? Yes  No   
 Scanner? Yes  No  Copier? Yes  No   
 Other software or office equipment used:  
 Explain Internet Skills, Including Email Usage:  
 Professional Licenses or Certificates Held:

**Military**

Are you a veteran or family member who qualifies for and are claiming preference pursuant to Idaho Code § 65-503 or its successor? Yes  No  (If Yes, fill out Page 5 of Application & attach proper documentation)  
 Have you previously claimed such preference? Yes  No

**Personal Reference (Please list the names of three (3) persons not related to you by blood or marriage.)**

Name: \_\_\_\_\_  
 Last First Middle  
 Address: \_\_\_\_\_  
 Street City State Zip  
 Telephone: ( ) \_\_\_\_\_  
 Home Other  
 Connection To You (i.e. friend, co-worker): \_\_\_\_\_ Occupation: \_\_\_\_\_

**Personal Reference**

Name: \_\_\_\_\_  
 Last First Middle  
 Address: \_\_\_\_\_  
 Street City State Zip  
 Telephone: ( ) \_\_\_\_\_  
 Home Other  
 Connection To You (i.e. friend, co-worker): \_\_\_\_\_ Occupation: \_\_\_\_\_

**Personal Reference**

Name: \_\_\_\_\_  
 Last First Middle  
 Address: \_\_\_\_\_  
 Street City State Zip  
 Telephone: ( ) \_\_\_\_\_  
 Home Other  
 Connection To You (i.e. friend, co-worker): \_\_\_\_\_ Occupation: \_\_\_\_\_



**VETERAN'S PREFERENCE**

**If you are NOT claiming Veteran's Preference, please initial here \_\_\_\_\_ and proceed to the next page.**

Per Idaho Code, Title 65, Chapter 5, Kootenai-Ponderay Sewer District will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran's preference, please complete the information below and attach a copy of your DD-214 to this application.

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(Reference Idaho Code, Title 65, Chapter 5, and 5 U.S.C. § 2108)

The term "**active duty**" means full-time duty in the Armed Forces, but NOT active duty for training.

**Part 1. Preference Eligible Veterans:**

- I served on active duty at any time from 12-7-41 and ending 7-1-55.
- I served on active duty for 180 consecutive days, any part of which occurred after 1-31-55 and before 10-15-76.
- I served on active duty at any time from 8-2-90 and ending 1-2-92.
- I served on active duty for a period of more than 180 consecutive days, any part of which occurred during the period beginning on 9-11-01 and ending when prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom.
- I have been awarded an Armed Forces Expeditionary Medal (AFEM). All AFEM recipients, whether listed here or not, qualify for veteran's preference **and must be shown on your DD-214 form**. Examples of some of the most common campaign medals are: Vietnam (Service Medal), El Salvador, Lebanon, Granada, Panama, Bosnia, Kosovo, Afghanistan, Southwest Asia (Persian Gulf), Somalia, and Haiti. **(Award of the National Defense Service medal does not qualify.)** For a listing of Wars, Campaigns, and Expeditions of the Armed Forces which qualify for veteran's preference, go to [www.opm.gov/veterans/html/vgmedal2.htm](http://www.opm.gov/veterans/html/vgmedal2.htm).
- I have a service-connected disability of 10% or more.
- I am the spouse of an eligible disabled veteran, who has a service-connected disability.
- I am the widow or widower of an eligible veteran and have remained unmarried.
- I do not meet any of the selections above, but I served on active duty in the armed forces of the United States for a period of more than one-hundred eighty (180) days and was honorably discharged.

**Part 2. Documentation & Signature.**

By my signature, I certify that all statements on this form are true and complete to the best of my knowledge. I understand that should an investigation disclose inaccurate or misleading answers, my application may be rejected and my name removed from consideration for employment with Kootenai-Ponderay Sewer District.

- I have never received veteran's preference by any State of Idaho agency. (If you have received an initial appointment claiming veteran's preference, you are not eligible for preference.)
- I have attached a copy of my DD-214. Veteran's preference will not be considered without this document.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

DATE: \_\_\_\_\_

**MAY WE CONTACT YOUR PRESENT EMPLOYER?**    Yes     No