



Human Resources, 3707 Old Hwy 395, Fallbrook, CA 92028-2500 | Recruitment@RainbowMWD.com | www.rainbowmwd.com

APPLICATION FOR EMPLOYMENT

Rainbow Municipal Water District is an Equal Opportunity Employer (EOE). Applicants will be considered for employment at Rainbow Municipal Water District without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, ancestry, martial or veteran status, genetic information, mental or physical disability or any other legally protected status.

APPLICATION INSTRUCTIONS: Applications must be filled out completely, clearly and accurately. Completed application packets and supplemental questionnaires may be submitted to Recruitment@RainbowMWD.com, received by mail, or dropped off at the District office before 4:30 PM on the application deadline date. Resumes may be but will not be accepted in lieu of a completed District application. Faxed applications will not be accepted. Late or incomplete applications will not be considered. Applications are only accepted for posted job openings. False statements may be cause for disqualification from the selection process, or termination of employment.

NOTICE: If you are completing the application packet on an Apple product, please save the document to your desktop and use Adobe Acrobat to complete the document to ensure we will be able to open and process your application.

(Please print or type in blue or black ink)

POSITION INFORMATION

POSITION APPLIED FOR (Give exact title)	DATE OF APPLICATION
HOW DID YOU HEAR ABOUT THE POSITION (SELECT ONE): Name of advertising source or person: _____	

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS <i>Number</i> <i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
PHONE NUMBER(S)	Home Cell	EMAIL ADDRESS:
Are you at least 18 years of age?	Can you, after employment, submit proof of your legal right to work in the U.S.?	
Have you ever applied to or worked for the District before? If "YES", When? _____ What Position? _____		
Are you currently employed?	May we contact your present employer?	
On what date would you be available for work?	What is your expected starting pay rate?	
I am available (check all that apply): <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Early Morning (6:30 AM) <input type="checkbox"/> Evenings <input type="checkbox"/> Emergency On-Call		
Do you possess a valid California Driver's License?	Class: _____	
Have you had any driving citations in the last three years?	If yes, list type and date: _____	

EMPLOYMENT EXPERIENCE

List work history for the last 10 years, beginning with your **present or most recent employer**. Include military service and volunteer activities only if they relate to the job for which you are applying. This section must be complete, even if you are attaching a resume.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving or desiring to leave:				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving or desiring to leave:				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving or desiring to leave::				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving or desiring to leave:				

If you need additional space, please continue on a separate sheet of paper.

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

EDUCATION

High School	City / State	Did you graduate?		If no, do you have a GED or equivalent?	
College or Trade School	City / State	Attendance Dates From To		Degree	Major Subject Semester units completed
List other certificates or licenses and special training related to the position you are seeking. (Language, office equipment, machine operations, water distribution/water treatment, typing speed, etc.)					

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

REFERENCES

Give name, address and telephone number of three references who are not related to you. Individuals familiar with your work history and job performance are preferred.

Name	Relationship	Email Address	Telephone Number	Years Known

Have you ever had any training in the United States military that is related to the job for which you are applying?

If yes, please describe:

SUPPLEMENTAL INFORMATION

Can you perform the essential functions of the position for which you are applying?

If you require accommodations to perform the essential functions of the job, please describe the functions for which you need accommodations, and the nature of accommodations needed.

Note: We comply with Americans with Disabilities Act and will consider reasonable accommodations to enable qualified applicants and employees to perform the essential functions of their position. Selected candidates will be asked to complete a pre-employment physical and drug screen.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor or are you presently on bail or released on your own recognizance)? (Do not list convictions for marijuana-related offenses that are more than two years old)

If yes, state the nature of the conviction(s), including when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Some of our customers do not speak English. Do you read, speak, or write any other languages which may enhance your ability to serve the public?

If yes, which language(s)?

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that misrepresentation or omission of facts called for hereon will be sufficient cause for cancellation of consideration for employment or dismissal from the District service if I have been employed.

I understand that employment with the District is for an indefinite and unspecified duration and that employment with the District is at the mutual consent of the employee and the District and can be terminated at will, at any time, by the employee or the District and that this employment relationship may not be changed by any written document or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of the RMWD.

I understand that offers of employment are contingent upon successful completion of a District-paid physical examination to see if the applicant is fit to perform the essential functions of the job. All job applicants who are selected to fill a position must, as part of that physical examination, submit to and pass a drug screening test.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the District.

I understand that my employment with the District may depend upon insurability; that my driving record will be checked with the Department of Motor Vehicles and, if unacceptable to the District's liability carrier, I would not be eligible for hire. Maintaining a valid California driver's license during employment is required for most District positions. **I also understand, after hire, if my driving record becomes unacceptable to the District's liability carrier, I shall be subject to reclassification or termination.**

Signature of Applicant: _____

Date: _____



Submit with District application via email, mail, or in person to:
Human Resources
3707 Old Hwy 395, Fallbrook, CA 92028-2500
Recruitment@RainbowMWD.com
www.rainbowmwd.com

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Applicant Name:

Supplemental Questionnaire for: ACCOUNTING SPECIALIST I
Application deadline: August 1, 2016

How many years of general accounting or bookkeeping experience do you have?

Please describe the nature of your bookkeeping or accounting experience.

How many years of experience do you have processing accounts payable?

Describe your experience processing accounts payable invoices using financial software. Please specify what software you have used and the level of expertise you have on that software.

How many years of payroll processing experience do you have?

Describe your experience processing payroll and performing complex calculations related to employee earnings, including what software you have used to process payroll and the number of employees.

How many years of experience do you have working in an accounting support role within a public agency?

Describe your experience you have working for public agencies, including any financial reporting experience, and experience processing CalPERS benefits forms and reports.

Supplemental Questionnaire for: ACCOUNTING SPECIALIST I

Application deadline: August 1, 2016

Please rate your knowledge of the following business software programs:

Excel
Springbrook

Word
Datastream

Outlook
Infor EAM

Describe your experience with spreadsheets. Include examples of the common functions you have used, as well as the most advanced or complex functions you have used.

Describe your thoughts on teamwork. Give specific examples.

Describe your experience using independent judgement to interpret policies, laws, regulations.

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Signature of Applicant: _____

Date: _____