



# Employment Application

## Spokane County Water District No. 3

Spokane County Water District No. 3 is an EEO Employer

Please Return to:

Spokane County Water District #3

1225 N Yardley St.  
Spokane, WA 99212-7001

Fax: 509-534-3760 Ph: 509-534-0121

Name (Last, First, Middle):

Position Applied For:

Address:

Office Skills: (Write # of years of experience in the space next to each skill)

City State Zip/Postal Code

Mainframe Computer \_\_\_\_ Operation \_\_\_\_ Programming \_\_\_\_ Data Entry \_\_\_\_

Software \_\_\_\_ Spreadsheet \_\_\_\_ Word Processing \_\_\_\_ Other \_\_\_\_

Primary Contact Number Alternate Contact Number

Dbase/Relational \_\_\_\_ Personal Computer \_\_\_\_ 10-Key Calculator \_\_\_\_

( ) ( )

Typing Speed \_\_\_\_ WPM Keyboard/Data Entry \_\_\_\_ WPM 10-Key \_\_\_\_ SPM

Email Address:

Language Skills (List foreign languages)

Language: \_\_\_\_\_ Spoken \_\_\_\_\_ Written \_\_\_\_\_

### General Information

Veteran Status:

Dates of active United States Military Service:

Computer Skills (Describe your computer operational skills including programs used)

\_\_\_\_\_

Have you ever been employed by Spokane County Water District No. 3?

Equipment Skills (Describe your equipment operational skills related to the job for which

IF yes, give title and dates of Employment.

you are applying) \_\_\_\_\_

Do you have relatives who are employed by the District?

Do you Possess a valid Driver's License?

If yes, indicate name and relationship. There are some limitations on employment of relatives

\_\_\_\_\_ YES

\_\_\_\_\_ NO

Licenses and Certifications (Professional or trade licenses)

\_\_\_\_\_

\_\_\_\_\_

---

**Education History** (Use additional sheets if necessary)

---

High School Or GED	Name: Address:	Graduate (Indicate Yes or No)	Major Course of Study	Type of Degree or Diploma
College or University	Name: Address:	Graduate (Indicate Yes or No)	Major Course of Study	Type of Degree or Diploma
Vocational, Business, Other	Name: Address:	Graduate (Indicate Yes or No)	Major Course of Study	Type of Degree or Diploma

---

**Employment History** (Use additional sheets if necessary)

---

***Present or Last Employer***

Job Title: \_\_\_\_\_

Name _____	From _____	Describe major duties: _____
Address _____	To _____	_____
City, State _____	Number of hours _____	_____
Telephone _____	worked per week _____	_____
Name of Supervisor _____	_____	Reason for leaving _____

***Next Previous Employer***

Job Title: \_\_\_\_\_

Name _____	From _____	Describe major duties: _____
Address _____	To _____	_____
City, State _____	Number of hours _____	_____
Telephone _____	worked per week _____	_____
Name of Supervisor _____	_____	Reason for leaving _____

***Next Previous Employer***

Job Title: \_\_\_\_\_

Name _____	From _____	Describe major duties: _____
Address _____	To _____	_____
City, State _____	Number of hours _____	_____
Telephone _____	worked per week _____	_____
Name of Supervisor _____	_____	Reason for leaving _____

---

**Next Previous Employer**

Job Title: \_\_\_\_\_

Name \_\_\_\_\_

From \_\_\_\_\_

Describe major duties: \_\_\_\_\_

Address \_\_\_\_\_

To \_\_\_\_\_

\_\_\_\_\_

City, State \_\_\_\_\_

Number of hours

\_\_\_\_\_

Telephone \_\_\_\_\_

worked per week

\_\_\_\_\_

Name of Supervisor \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

---

Spokane County Water District No. 3 may contact previous employers to verify performance and description of duties.

May the District contact your present employer? ( ) YES ( ) NO

**Certificate of Applicant (Read Carefully)**

**APPLICATION MUST BE SIGNED**

I hereby certify that all statements made in this application are true and agree that any false statements on this form shall be considered sufficient cause for rejection of my application or dismissal if I am employed.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**