



Employment Application

Spokane County Water District No. 3

Spokane County Water District No. 3 is an Equal Employment Opportunity employer.

How to apply

Type your answers in this document or print it and write them in. Use additional sheets if you need more space. Return the completed, signed application to:

Spokane County Water District No. 3

1225 N. Yardley St.

Spokane Valley, WA 99212-7001

Phone: 509-536-0121

Fax: 509-534-3760

If you need this application in a different format, or an accommodation to complete it, call 509-536-0121.

Contact information

Name (last, first, middle)	
Position applied for	
Street address	
City	
State	
ZIP or postal code	
Primary phone number	
Alternate phone number	
Email address	

General information

Veteran status	
Dates of active U.S. military service	
Have you ever been employed by Spokane County Water District No. 3? (Yes or no)	
If yes, list your job title and dates of employment	
Do you have relatives employed by the District? (Yes or no)	
If yes, list their names and your relationship. There are some limitations on employment of relatives.	
Do you have a valid driver's license? (Yes or no)	
Licenses and certifications (professional or trade licenses)	

Skills

Office skills

Enter the number of years of experience you have with each skill.

Skill	Years of experience
Mainframe computer operation	
Mainframe computer programming	
Data entry	
Software	
Spreadsheets	
Word processing	
Database (dBase or relational)	
Personal computer	

Skill	Years of experience
10-key calculator	
Other (describe)	

Typing and data entry speed

Typing speed (words per minute)	
Keyboard or data entry speed (words per minute)	
10-key speed (strokes per minute)	

Language skills

List any languages other than English, and how well you speak and write each one.

Language	Spoken (level)	Written (level)

Computer and equipment skills

Computer skills: describe your computer skills, including programs used	
Equipment skills: describe your skills operating equipment related to this job	

Education history

School type	School name and address	Graduated? (Yes or no)	Major course of study	Degree or diploma
High school or GED				
College or university				

School type	School name and address	Graduated? (Yes or no)	Major course of study	Degree or diploma
Vocational, business, or other				

Employment history

Start with your present or most recent employer. Spokane County Water District No. 3 may contact previous employers to verify performance and job duties.

Present or most recent employer

Employer name	
Address	
City and state	
Telephone	
Name of supervisor	
Job title	
Start date (from)	
End date (to)	
Hours worked per week	
Major duties	
Reason for leaving	

Previous employer (2 of 4)

Employer name	
Address	
City and state	
Telephone	
Name of supervisor	
Job title	
Start date (from)	
End date (to)	
Hours worked per week	
Major duties	
Reason for leaving	

Previous employer (3 of 4)

Employer name	
Address	
City and state	
Telephone	
Name of supervisor	
Job title	
Start date (from)	
End date (to)	
Hours worked per week	
Major duties	
Reason for leaving	

Previous employer (4 of 4)

Employer name	
Address	
City and state	
Telephone	
Name of supervisor	
Job title	
Start date (from)	
End date (to)	
Hours worked per week	
Major duties	
Reason for leaving	

May the District contact your present employer? (Yes or no)	
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Certificate of applicant

Please read carefully. The application must be signed.

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

Signature	
Date	