

Quincy-Columbia Basin Irrigation District

1720 Central Avenue S • PO Box 188
 Quincy, WA 98848
 Phone (509) 787-3591 • Fax (509) 787-3719 fax



Application Date	Month	Day	Year	Position applied for (list specific position)	This application is for: <input type="checkbox"/> Full Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer
Name	Last			First	M.I.
Physical Address	Street or PO Box			City/State	Zip Code
Mailing Address (if different than physical address)	Street or PO Box			City/State	Zip Code
Telephone	Best Contact Number			Message Number	
Email Address					
What section(s) are you willing to work in? <input type="checkbox"/> Quincy Headquarters <input type="checkbox"/> Royal					
What hours/days are you available to work?				When would you be available to begin work?	
Have you previously been employed by QCBID? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, GIVE DATES)				Have you previously applied to QCBID? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, GIVE DATES)	
Are you related to any current QCBID employee(s) (spouse, parents, children, siblings, step-relatives, and in-laws)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, indicate name of individual & relationship:					
Are you at least 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO				Are you legally eligible to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO QCBID participates in E-verify.	
How did you hear about this position?				Specify Source: (Name of newspaper, website, employee, etc.)	
				<input type="checkbox"/> Referral from current QCBID Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Website/Online Job Board <input type="checkbox"/> Walk-in <input type="checkbox"/> Other	

EDUCATIONAL & TRAINING RECORD

Give your complete educational history below. For any position, proof of education may be requested for employment.

High School	Name of School	City & State	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> G.E.D.		
Vocational School	Name of School	City & State	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No		Graduation Date or Last year attended _____
Major		Minor	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma		
College	Name of School	City & State	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No		Graduation Date or Last year attended _____
Major		Minor	Degree(s)		
Other Courses / Certifications Completed	Name and Addresses of School/Institute				
Course and/or Certification Title			Certificate or Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Completed
Other Courses / Certifications Completed	Name and Addresses of School/Institute				
Course and/or Certification Title			Certificate or Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Completed

LICENSE INFORMATION

Do you have a valid Washington State Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO	Driver's License number:
Do you have any Department of Motor Vehicle imposed restrictions on your driving privileges? <input type="checkbox"/> YES <input type="checkbox"/> NO	Driver's license expiration date:

EMPLOYMENT RECORD

List employment for the past **10 years or 3 employers, whichever is greater** (use additional pages if necessary). Begin with most recent and include self-employment and military service. This application must be filled out completely for employment consideration.

WE MAY CONDUCT REFERENCE CHECKS DIRECTLY FROM INFORMATION PROVIDED IN THIS SECTION

Employer Name		Phone	Employment Dates	
Address (Street and Mailing)			From	To
			Month/Year	Month/Year
City	State	Zip	Reason for Leaving	
Job Title	Immediate Supervisor		<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> DISCHARGED	
Primary Responsibilities				

Employer Name		Phone	Employment Dates	
Address (Street and Mailing)			From	To
			Month/Year	Month/Year
City	State	Zip	Reason for Leaving	
Job Title	Immediate Supervisor		<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> DISCHARGED	
Primary Responsibilities				

Employer Name		Phone	Employment Dates	
Address (Street and Mailing)			From	To
			Month/Year	Month/Year
City	State	Zip	Reason for Leaving	
Job Title	Immediate Supervisor		<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> DISCHARGED	
Primary Responsibilities				

Employer Name		Phone	Employment Dates	
Address (Street and Mailing)			From	To
			Month/Year	Month/Year
City	State	Zip	Reason for Leaving	
Job Title	Immediate Supervisor		<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> DISCHARGED	
Primary Responsibilities				

GAPS IN EMPLOYMENT

Explain below any gaps in employment history

FROM		TO		What were you doing during this period?
Month	Year	Month	Year	

SKILLS/EXPERIENCE

Below indicate the job skills related to this position you have acquired and equipment you can operate include amount of experience in each area.
Attach an additional sheet if necessary.

Skills	Amount of Experience	Employer/Place skills where learned or applied

PROFESSIONAL REFERENCES

List three (3) work references, **not friends or relatives**, who are familiar with your work qualifications that may be contacted for reference.

Name	Telephone Number	Work Relationship & Company
Name	Telephone Number	Work Relationship & Company
Name	Telephone Number	Work Relationship & Company

JOB APPLICATION AGREEMENT

Read carefully before signing

I hereby give Quincy-Columbia Basin Irrigation District and their recruitment agent the right to make a thorough investigation of my present and/or past employment, personal background, work history, criminal record and credit history (if applicable to the position). I release from all liability all persons, companies, and corporations supplying such information. I indemnify and hold harmless Quincy-Columbia Basin Irrigation District and their recruitment agent against any liability, which might result from making such investigation. I understand that any false answer or statements on this form or on other required documents may result in denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Quincy-Columbia Basin Irrigation District and myself for any term of employment or employment benefit or procedure. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Quincy-Columbia Basin Irrigation District.

I agree that should an offer of employment be extended to me, this offer will be contingent on completing a pre-employment drug test, a physical examination (if required for the position), criminal background check and a current employer reference. I recognize that a final offer of employment is contingent upon satisfactory results of the above. I understand, also, that I am required to abide by all rules and regulations of the District, as permitted by law.

This certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

I acknowledge that Quincy-Columbia Basin Irrigation District participates in E-Verify.

Applicant Signature

Date

Applicant Name (Please Print)

Quincy-Columbia Basin Irrigation District is an Equal Opportunity Employer.

FOR EMPLOYMENT

FAIR CREDIT REPORTING ACT DISCLOSURE FOR THE PROCUREMENT OF CONSUMER REPORTS

Quincy-Columbia Basin Irrigation District may request consumer reports, as defined by the federal Fair Credit Reporting Act, on you from a consumer reporting agency in connection with your employment application and for employment purposes. A consumer report is a compilation of information that might affect your employability. These reports may contain information about your character, general reputation, personal characteristics and mode of living. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

THE SCREENING WILL BE CONDUCTED BY AN OUTSIDE AGENCY:

AcraNet
521 W Maxwell Ave
Spokane WA 99201
(800) 304-1249

Applicant Acknowledgement of Disclosure:

Printed Name: _____

Signature: _____

Date: _____

ACRA Net

Exhibit A-4 Notice for Applicant/Employee

'Notice of Intent' and 'Authorization' to Obtain an Investigative Consumer Report for Employment or Other Legitimate Permissible Purposes

The undersigned applicant/employee is hereby notified that Quincy-Columbia Basin Irrigation District may obtain an investigative consumer report for employment purposes through ACRA Net. Such report may include information as to character, general reputation, history of criminal convictions, employment, education, professional license, credit and/or driver's record history. Applicant/employee acknowledges that he/she is herein informed of his/her right to request within a reasonable period of time after receiving this notice, a complete and accurate disclosure of the nature and scope of the investigation requested.

Such disclosure will be mailed or otherwise delivered to applicant within five days from the date of the applicant/employee's request for disclosure or such report was first requested by employer, whichever is the later. Applicant/employee further authorizes the above named company to obtain an investigative consumer report through ACRA Net for employment purposes at this time or anytime during the applicant/employee's tenure with employer.

I (Applicant/employee) am currently a resident of the state of California, Oklahoma or Minnesota: **Yes** **No**

If yes, by state statute, I may receive a free copy of the report being prepared in association with this employment screening investigation and a copy of my corresponding rights as a consumer. These documents will be mailed to me at the address indicated on this authorization form within 24 hours of completion. Please provide me a copy of my credit report as indicated above

Print Full Name: _____

Maiden/Former Name/Alias (list all): _____

Current Address: _____ **County:** _____

City: _____ **State:** _____ **Zip:** _____ **Dates:** _____

Previous Address: _____ **County:** _____

City: _____ **State:** _____ **Zip:** _____ **Dates:** _____

Other States of Residency (last 10 years): _____

Social Security Number: _____ **Date of Birth:** ____/____/____

(In order for factual information to be obtained & reported, your date of birth and social security number are requested. This information is used solely for verification purposes in compliance with the Fair Credit Reporting Act.)

Driver's License Number: _____ **State of Issue:** _____

NOTE: Check box indicates this position requires an employment credit report due to law, fiduciary responsibilities or access to cash, valuables or sensitive consumer records. Signature acknowledges acceptance of this requirement.

Signature: _____ **Date:** _____

NOTE: The above information and attached exhibits are presented to assist you in compliance with the revised federal Fair Credit Reporting Act. They represent our understanding and interpretation of the amendments which became effective September 30, 1997 and November 2, 1998. ACRA Net Incorporated does not intend for this information and the related attachments to be construed as legal advice. We urge all subscribers to review their procedures and documents with their respective legal counsel.