



5 Harris Court Bldg G * Post Office Box 85 * Monterey, CA 93942-0085

Completing the Job Application

Your application is important and speaks for you when you are not here. Completing it neatly and correctly will help you in your search for work with our district.

Before You Start

We want you to know something about our district and the benefits available to our employees. Information can be obtained by reading our job announcements or speaking with the Human Resources Analyst. If you are pleased with what you learn about us, you may apply for a current opening by completing an application form and turning it in to our Human Resources Office before the filing deadline listed in the announcement for the job.

Read the job announcement and when a job interests you, ask yourself these questions:

Do I understand what the job is? How can I learn more about it?

Can I do the work being advertised? Am I physically able to perform the job duties?

Do I meet the qualifications for the work with enough of the right kinds of training, experience, skills, knowledge and abilities?

How soon might I be offered the job? Can I wait that long?

If the answers are yes, pick up a copy of all the forms you will need to apply for a job with our district. These include the MPWMD Application Form, the supplemental questionnaire for the position being advertised, the job announcement, and other informational materials.

When Completing the Application Form

You should fill in each blank on the application form. If a question does not apply to you, write N/A in the space. Please do not substitute information on your resume for completion of any part of the employment application. We encourage you to submit your resume *in addition* to completing the application. But, you should not respond to any question with a "see resume". All resumes are set up differently and we use the application form as a consistent reference to many pertinent facts.

Word process, type or use ink and print neatly. It must be possible for us to read the information that you enter on the application form. Remember, there is a time limit stated in the job announcement, and you must return your completed application to us before that filing deadline.

We have made application materials available to download electronically, for the convenience of applicants. You can submit these materials in hard copy format by US Mail to PO Box 85, Monterey, CA 93942-0085 or via UPS, FEDEX, or in person to 5 Harris Court, Monterey, CA 93940. The application form may also be submitted as a signed scanned document, in PDF format,

attached to an e-mail sent to cynthia@mpwmd.net, with the completed supplemental questionnaire and resume as Word attachments. We do not accept applications sent via fax.

We ask for information that is needed for record-keeping purposes and to be used to help us fill the job opening, such as:

- * A mailing address and telephone number so that you can be contacted about where and when to appear for an interview or test
- * The position for which you wish to apply
- * The name and location of any schools you have attended and the dates and training you took that might be of value in this job
- * Your previous employment record, if any, and the names of several work references.

Copies of letters of recommendation, awards, certificates may be submitted, but cannot be returned, as they must remain part of the application for record keeping purposes.

State and federal governments sometimes require employers to collect race, sex, age, handicap and ethnic information from applicants. This information will be kept separate and confidential and will be used for record-keeping purposes only. You do not have to supply this information.

After Completing the Form

Check to be sure you've answered all the questions and filled in all the blanks, or draw a line in the space following any question you could not answer.

Be sure that your application is neat and can be read. Remember, if we can't read it, we won't know all your qualifications.

If you need more space to explain why you are well suited to the job, attach extra sheets of paper with your name, the name of the job for which you are applying, and the date at the top.

Sign and date your application before you turn it in. We will not accept an application which is not signed.

If you have any questions about completing the application form, ask us, or call the Human Resource Analyst at (831) 658-5613.

And Finally

Your application, along with all others for this job opening, will be read and studied. If your application shows that you are among those applicants best qualified for the job, you will be notified of how to proceed further.

Following these hints does not mean that you will get the job for which you are applying, but we hope this information will help you prepare the best application possible. We thank you for your interest in working for our district.