



Helix Water District

7811 University Avenue
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www.hwd.com

Setting standards of excellence in public service

INSTRUCTIONS TO APPLICANTS FOR EMPLOYMENT

Thank you for your employment interest with the Helix Water District. We accept employment applications for open positions only.

PLEASE READ THIS IMPORTANT INFORMATION BEFORE COMPLETING THE APPLICATION.

1. Complete the attached application both front and back (even if you are going to attach your resume), making certain to sign and date it. **Please be sure to include reasons for leaving and salary. Incomplete applications may not be considered.**
2. Applicants must complete a separate application form for each position for which they are applying. Applications shall only be accepted during a recruitment period for the designated position, and will not be held for future recruitments.
3. Human Resources will review the application. Only those individuals being considered will be contacted by our office.
4. If you are disabled and need an accommodation to complete a District employment application form or to participate in the recruitment process, please notify Human Resources immediately by calling (619) 667-6228.
5. Final candidates may be required to provide a current printout of their driving record from the Department of Motor Vehicles. Do not submit DMV printouts with application materials – if required, it will be requested at a later time.
6. Final applicants will be required to take and pass a drug screen urinalysis test. A positive test will disqualify an applicant from employment.
7. You may submit the application in person at 7811 University Avenue, La Mesa, CA 91941. You may also send it back through the U.S. mail. The Human Resources office must receive completed application materials by 5:00 p.m. on the closing date. Postmarks will not be accepted. *Faxed applications will not be accepted.*
8. For future employment inquiries and information, you may call our 24-hour JOB LINE at (619) 667-6281 or access our Web page at www.hwd.com. This information is updated on an as-needed basis.

Thank you for taking the time to complete the application. We wish you the best in your employment endeavors.

PLEASE RETAIN THIS SHEET FOR YOUR RECORDS

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