

**Westlands Water District SUPPLEMENTAL APPLICATION**

**BUYER**

**Please submit responses to the following questions along with your employment application no later than the final filing deadline. Your responses should be numbered and addressed on a separate sheet of paper.**

1. Describe the extent of your experience performing the following tasks:
  - a. Processing purchase orders.
  - b. Placing orders to purchase materials, supplies, and equipment.
2. Describe in detail your experience with the following areas:
  - a. Researching and evaluating vendors regarding quality of products, prices, and new or changing products.
  - b. Follow up on contract/purchase orders for materials, supplies, and equipment.
  - c. Working with staff and vendors relative to product or service complaints.
3. Identify the computer programs/applications you are proficient in using.
4. This position requires possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider. Can you meet these standard requirements?  
 Yes    No

The District's conditional offer of employment includes your legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of your employment history, education, training, and any licensing requirement. Do you foresee any issue to any of the above?

- Yes    No   If yes, please provide explanation.
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***Your submission of the information provided in the Supplemental Application certifies that it is true and correct to the best of your knowledge. You understand that any misrepresentation or falsification of information may result in failure to receive an offer of employment, or if you were hired, may result in discharge from employment. You agree that any of the statements you have made herein may be verified by Westlands Water District.***