

Public Water Supply District No. 3 EMPLOYMENT APPLICATION

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

DATE _____

NAME _____

Last
First
Middle
Maiden

PRESENT ADDRESS _____

Number
Street
City
State
Zip

PERMANENT ADDRESS _____

Number
Street
City
State
Zip

PHONE NO. _____ ARE YOU 18 YEARS OR OLDER? YES NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED
 IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES NO

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
----------	-----------------------	-------------------

ARE YOU EMPLOYED NOW? IF SO, MAY WE INQUIRE
OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE? WHERE? WHEN?

REFERRED BY

EDUCATION	NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	SUBJECTS STUDIED MAJOR / DEGREE
HIGH SCHOOL				
COLLEGE				
BUS. / TRADE SCHOOL				
PROFESSIONAL SCHOOL				

Have you ever been convicted of a crime? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

What is your means of transportation to work? _____

Do you have a driver's license? No Yes Operator Commercial (CDL) Chauffeur

Driver's license # _____ State of issue _____ Expiration date _____

Have you had any accidents during the past three years? No Yes How Many _____

Have you had any moving violations during the past three years? How Many? _____

Personal Computer PC Yes No Mac Yes No

Other Skills _____

MILITARY

Have you ever been in the armed forces? Yes No

Are you now a member of the national guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Please list two references other than relatives or previous employers.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Address _____ Address _____

Telephone () _____ Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Work Experience

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer _____

Address _____

Name of last supervisor _____

Employment dates _____

Pay or salary _____

City, State, Zip Code _____

Phone number _____

Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer _____

Address _____

Name of last supervisor _____

Employment dates _____

Pay or salary _____

City, State, Zip Code _____

Phone number _____

Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer _____

Address _____

Name of last supervisor _____

Employment dates _____

Pay or salary _____

City, State, Zip Code _____

Phone number _____

Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer _____

Address _____

Name of last supervisor _____

Employment dates _____

Pay or salary _____

City, State, Zip Code _____

Phone number _____

Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes	No	
Did you complete this application yourself	Yes	No
If not, who did? _____		
PLEASE READ CAREFULLY		

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by PWSD #3 (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of PWSD #3, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Office Manager of the Company. Both the undersigned and PWSD #3 may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____ Date: _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.