

Earnhart Hill Regional Water & Sewer District  
**Employment Application**  
An Equal Opportunity Employer

*(please print clearly)*

Name (last, first, middle): \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

How long have you lived at your present address? \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you at least 18 years old?  Yes  No Are you authorized to work in the United States under present immigration laws?  Yes  No If no, explain: \_\_\_\_\_

Type of work or position sought: \_\_\_\_\_

Salary or wage expected: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Type of employment desired  Full Time  Part Time Days: \_\_\_\_\_ Hours: \_\_\_\_\_

How did you happen to apply with us? \_\_\_\_\_

Referred by  Present employee: \_\_\_\_\_  Other: \_\_\_\_\_

Have you ever worked for us?  Yes  No If yes, when? \_\_\_\_\_

Have you previously applied for employment with us?  Yes  No If yes, when: \_\_\_\_\_

In general, describe your past work experience and how they would help you in the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_

Please check the skills/experience that you have:  Word  Excel  Access Version(s): \_\_\_\_\_

Backhoe Operation  CDL  Other: \_\_\_\_\_

List any mechanical skills that you have related to the position sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List any other skills or abilities that you have related to the position sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

High school name and location: \_\_\_\_\_

Did you  graduate or  earn a GED? Major course of study: \_\_\_\_\_

College name and location: \_\_\_\_\_

How many years did you attend? \_\_\_\_\_ Did you graduate?  Yes  No

Major: \_\_\_\_\_ Minors(s) \_\_\_\_\_

Scholarships and honors: \_\_\_\_\_

College name and location: \_\_\_\_\_

How many years did you attend? \_\_\_\_\_ Did you graduate?  Yes  No

Major: \_\_\_\_\_ Minors(s) \_\_\_\_\_

Scholarships and honors: \_\_\_\_\_

College name and location: \_\_\_\_\_

How many years did you attend? \_\_\_\_\_ Did you graduate?  Yes  No

Major: \_\_\_\_\_ Minors(s) \_\_\_\_\_

Scholarships and honors: \_\_\_\_\_

**MILITARY**

Have you served in the Armed Forces of the United States?  Yes  No If yes, branch of service \_\_\_\_\_

Date entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_ Highest rank earned: \_\_\_\_\_

Military duties related to position sought: \_\_\_\_\_

**WORK EXPERIENCE**

List previous employment experience beginning with the most recent or present employer. If you have been unemployed, give dates. Go back at least five (5) years, farther if space allows. Note if you worked under a name different than that listed on the front of this application. A resume may not be used in place of this section.

Employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

Address: \_\_\_\_\_ May we contact for a reference?  Yes  No  Later

Supervisor's Name: \_\_\_\_\_ Supv's title: \_\_\_\_\_ Phone: \_\_\_\_\_

Your job title: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Your salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of business: \_\_\_\_\_  
Address: \_\_\_\_\_ May we contact for a reference?  Yes  No  Later  
Supervisor's Name: \_\_\_\_\_ Supv's title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Your job title: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Your salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of business: \_\_\_\_\_  
Address: \_\_\_\_\_ May we contact for a reference?  Yes  No  Later  
Supervisor's Name: \_\_\_\_\_ Supv's title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Your job title: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Your salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of business: \_\_\_\_\_  
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Your job title: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Your salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of business: \_\_\_\_\_  
Address: \_\_\_\_\_ May we contact for a reference?  Yes  No  Later  
Supervisor's Name: \_\_\_\_\_ Supv's title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Your job title: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Your salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**PERSONAL REFERENCES**

List three persons, not related to you, who have known you for at least one year. Do not list former employers.

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_ City and State \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_ City and State \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_ City and State \_\_\_\_\_ Phone \_\_\_\_\_

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMMISION OF FACTS CALLED FOR IS REASON FOR DISMISSAL IF I AM EMPLOYED

I UNDERSTAND THAT THIS EMPLOYMENT APPLICATION AND ANY OTHER DISTRICT DOCUMENTS ARE NOT CONTRACTS OF EMPLOYMENT. I FURTHER ACKNOWLEDGE THAT I MAY TERMINATE MY EMPLOYMENT OR MY EMPLOYMENT MAY BE TERMINATED BY THE DISTRICT AT ANY TIME FOR ANY REASON. I UNDERSTAND THAT NO EMPLOYEE OF THE DISTRICT HAS ANY AUTHORITY TO ALTER MY AT-WILL EMPLOYMENT STATUS OR THE POLICIES OF THE DISTRICT (WITH WHICH I AGREE TO COMPLY IN CONSIDERATION OF MY EMPLOYMENT IF I AM EMPLOYED) EXCEPT THE BOARD OF TRUSTEES WHO MAY ONLY DO SO IN WRITING SPECIFIC TO AND SIGNED BY ME. APPLICATIONS REMAIN ACTIVE FOR 30 DAYS.

ALL OFFERS FOR EMPLOYMENT ARE CONTINGENT ON SATISFACTORY DRUG TEST AND PHYSICAL EXAMINATION RESULTS.

\_\_\_\_\_  
Signature Date

**APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION**

**I hereby authorize former employers and personal references listed in this Employment Application to provide Earnhart Hill Regional Water & Sewer District with any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I hereby release all parties from any and all liability for any damage that may result to me from the release of such information.**

\_\_\_\_\_  
Print Name Date

\_\_\_\_\_  
Signature