

## **EMPLOYMENT APPLICATION INSTRUCTIONS**

1. This application form is used to evaluate your qualifications as they relate to the essential job functions for employment.
2. Complete all sections of this application form. False or misleading information during the interview and/or on this application form may be reasons for termination.
3. Please notify the person who gave you the application form if you need assistance in completing this application or if you have questions regarding the employment process. Every effort will be made to accommodate your needs in a reasonable amount of time.
4. It is the District's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act.
5. This application is current for 90 days. At the conclusion of this time, if you have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

Qualified applicants will receive consideration without discrimination on the basis of race, national origin, religion, color, gender, age, disability, or veteran status.

**Please remove this page before submitting the application.**

## **RELEASE AND AUTHORIZATION**

I certify that the answers given and statements made by me on my application are complete and true to the best of my knowledge. I understand that any false information, omissions or misrepresentations of facts called for in my application may result in discharge at any time during my employment.

I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said person, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

I understand and acknowledge that any employment relationship with this organization is of an "at will" nature, which means the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless such change is specifically acknowledged in writing by the Executive Director.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that the use of illegal drugs is prohibited during my employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

I further understand that the Berkeley County Public Service Water District reserves the right in its sole discretion to at any time modify, interpret, revoke, suspend, terminate or change any and all plans, policies, procedures, rules and benefits, in whole or in part, with or without advance notice. In addition, I understand that no supervisor, representative or officer of the District has any authority to make any agreement contrary to the policies, practices, rules, and benefits with any employee, without the express written authority of the Executive Director.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# Berkeley County Public Service Water District Application for Employment

The Berkeley County Public Service Water District is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, national origin, religion, color, gender, age, disability, or veteran status.

**Name:**

\_\_\_\_\_

Last Name	First Name	Middle Name
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**Address:**

\_\_\_\_\_

Street	City	State & Zip Code
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**Phone Number:** \_\_\_\_\_ **Are you over 18 years old?**  Yes  No

**Are you legally eligible for employment in the United States?**  Yes  No

(If offered employment, you will be required to provide documentation to verify eligibility).

## **EMPLOYMENT DESIRED & AVAILABILITY:**

**Position applying for:** \_\_\_\_\_ **Full Time**  **Part Time**

**Date you can start:** \_\_\_\_\_ **Salary desired:** \_\_\_\_\_

**Are you employed now?**  Yes  No

**May we contact your present employer for references?**  Yes  No

**Have you ever applied at the Berkeley County Public Service Water District before?**

Yes  No **If yes, when & where?** \_\_\_\_\_

**Have you ever worked for the Berkeley County Public Service Water District?**

Yes  No **If yes, when & where?** \_\_\_\_\_

**Do you have any relatives working for Berkeley County Public Service Water District?**

Yes  No **If yes, provide their name & job title:** \_\_\_\_\_

**How were you referred to this company?**

Newspaper ad  Employment agency  State unemployment office

Friend  Walk in  Other (explain): \_\_\_\_\_

## **RECORD OF CONVICTION:**

**During the last ten years, have you ever been convicted of a crime?**  Yes  No

**If yes, please explain:** \_\_\_\_\_

(A conviction will not necessarily disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered)

**EDUCATION:**

Please indicate education or training which you believe qualifies you for the position you are seeking.

	High School	Technical School	College	Other
School Name and Location				
Year Completed	Grade 9 10 11 12		Years 1 2 3 4	
Diploma/Degree	Yes No	Yes No	Yes No	
Major Course(s) of Study				

**EMPLOYMENT:**

Start with your present/most recent position. Include U.S. military service. You may attach a resume. \_\_\_\_\_ Resume attached

Employer:	Dates Employed		Summarize the type of work performed and the job responsibilities
Telephone:	From	To	
Address:			
Job Title:	Hourly Rate/Salary		
Immediate Supervisor:	Start	Final	
Reason for leaving?			
May we contact for reference? ( ) Yes ( ) No			

Employer:	Dates Employed		Summarize the type of work performed and the job responsibilities
Telephone:	From	To	
Address:			
Job Title:	Hourly Rate/Salary		
Immediate Supervisor:	Start	Final	
Reason for leaving?			
May we contact for reference? ( ) Yes ( ) No			

Employer:	Dates Employed		Summarize the type of work performed and the job responsibilities
Telephone:	From	To	
Address:			
Job Title:	Hourly Rate/Salary		
Immediate Supervisor:	Start	Final	
Reason for leaving?			
May we contact for reference? ( ) Yes ( ) No			

**Explain any gaps in work history:**

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**REFERENCES:**

Give the name, address and telephone number of three references (not related to you).

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**SKILLS AND QUALIFICATIONS:**

List any special skills, licenses, certificates, and training that may qualify you to perform the job-related functions of the position for which you are applying:

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List any additional information you feel may be helpful to us in considering your application.

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Do you have a valid West Virginia driver's license?     Yes     No

If no, please note from which State: \_\_\_\_\_

Is your license current?     Yes     No

Do you have any driving violations?     Yes     No

If yes, describe type and date of occurrence:

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I understand that if I am hired, my employment is "at will". That means that my employment and compensation are for no definite period, and as an employee at-will, my employment may be terminated at any time with or without notice, cause or compensation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date