Franklin County Water District
Application for Employment

The District an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, sexual orientation, gender identity, color, race, creed, national origin, religion, genetic information, disability, veteran status, or other classification protected by law.

Date: _____

I. Personal Information

_____

Name: Last First Middle

_____

Present Address

_____

Permanent Address (if different than above)

_____ _____

Telephone E-Mail

Are you over 18? ☐ Yes ☐ No

Are you eligible to work in the United States? ☐ Yes ☐ No

Federal law prohibits the employment of unauthorized workers. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Position Applied For: _____

If you are applying for a job that requires driving, do you have a valid drivers' license? ☐ Yes ☐ No

Please provide drivers' license number and state: _____

Have you ever been convicted of, pled guilty to, or received deferred adjudication for a felony or misdemeanor (excluding minor traffic violations)? ☐ Yes ☐ No

If yes, please explain and give the date, location, and disposition of each, and use additional pages if necessary (*A criminal history will not necessarily disqualify you from employment; we will individually assess the nature and severity of the crime, how much time has passed, and its relevance to the job for which you are applying.*):

_____

Are you currently under indictment or being currently charged with a crime, other than a minor traffic violation?
☐ Yes ☐ No If yes, please explain: _____

Is there any information we would need about your name or use of another name for us to be able to check your work record or background? Please specify: _____

Do you have any relatives or friends who are employed by the Franklin County Water District or who are currently members of the Franklin County Water District Board of Directors? ☐ Yes ☐ No

If yes, please explain: _____

How were you referred to the District? _____

Have you applied for employment here before? ☐ Yes ☐ No If yes, when? _____

Have you ever been employed here? ☐ Yes ☐ No If yes, when? _____

Are you currently employed? ☐ Yes ☐ No If so, may we contact your employer? ☐ Yes ☐ No

After reviewing the relevant job description, are you physically, mentally, or otherwise able to perform the duties of the job for which you are applying, with or without reasonable accommodation(s)? ☐ Yes ☐ No

List relevant skills: _____

_____

Do you possess any professional licenses or memberships relevant to the job? ☐ Yes ☐ No

If Yes, Type of License(s) held: _____ License Number: _____ Expire Date: _____

Can you communicate in any other language besides English? ☐ Yes ☐ No

If Yes, what language(s)? _____ Are you: ☐ Fluent ☐ Proficient ☐ Basic

II. Work Availability

If your application receives favorable consideration, when will you be available to begin work? _____

Do you have any objection to working overtime? ☐ Yes ☐ No
Can you work overtime without prior notice? ☐ Yes ☐ No
Can you work on Saturday? ☐ Yes ☐ No
Can you work on Sunday? ☐ Yes ☐ No
Can you travel if required by this position? ☐ Yes ☐ No

Please state any restrictions on availability: _____

III. Educational History

School Name and Location	# of Years Completed	Did You Graduate?	Degree or Diploma
High School _____		☐	☐
College _____		☐	☐
Graduate School _____		☐	☐
Tech. Training _____		☐	☐
Other _____		☐	☐

List any scholastic honors received and offices held while in school: _____

_____

Are you planning to pursue other studies? ☐ Yes ☐ Day ☐ Night ☐ No

If so, where and what course of study? _____

IV. Professional Licenses or Memberships

Type of License held: _____ License Number: _____

Expiration Date: _____

Other Professional Memberships: _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

V. Employment Record

Please include all employment for the last ten years, starting with present or most recent job, and explain any gaps in employment. Include military experience, along with type of discharge. Use additional paper if necessary. If you have relevant water industry-related job history that is older than ten years, list that also:

Company Name (Current or Most Recent Employer) _____ Position Held _____

Address _____ Dates Employed: From (Mo/Yr) _____ To (Mo/Yr) _____

Manager / Supervisor _____ Telephone _____ Wage/Salary _____

Reason for Leaving _____

Company Name _____ Position Held _____

Address _____ Dates Employed: From (Mo/Yr) _____ To (Mo/Yr) _____

Manager / Supervisor _____ Telephone _____ Wage/Salary _____

Reason for Leaving _____

Company Name _____ Position Held _____

Address _____ Dates Employed: From (Mo/Yr) _____ To (Mo/Yr) _____

Manager / Supervisor _____ Telephone _____ Wage/Salary _____

Reason for Leaving _____

VI. References

List three professional references:

Full Name _____ Relationship _____ Phone _____

Company and Address _____

Full Name _____ Relationship _____ Phone _____

Company and Address _____

Full Name _____ Relationship _____ Phone _____

Company and Address _____

PLEASE READ BEFORE SIGNING

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would contradict the facts disclosed on this application. I understand that false, misleading, or incomplete information given in my application or interview(s) may result in the termination of my candidacy for employment, or, in the event of my employment, may result in immediate dismissal.

I understand that, if hired, I will be required to provide approved documentation that verifies my eligibility to work in the United States upon beginning employment.

I further understand and agree that, if I am hired, my employment is for no definite period and may be terminated at will for any reason and at any time without previous notice by either me or the District. I understand that nothing said during the hiring process shall be deemed to constitute the terms of an implied employment contract

I hereby acknowledge that I have read and understand the above statements.

_____ _____

Applicant Signature Date

Authorization and Consent to Perform Background Check

I authorize and consent to Franklin County Water District obtaining and verifying background information on me for the purpose of considering me for employment, and for the purpose of re-verifying my qualification for continued employment, should I be hired. This process may include obtaining and verification of: education, criminal history, credit history, governmental and court public records, personal references, and other information which relates to my background, character, and personal reputation which may be deemed relevant to my employment. I agree to provide any requested information necessary to verify my identity for purposes of such background investigations.

I request that this document serve as my valid authorization to any and all persons, educational institutions, past and/or current employers, organizations, credit agencies, law enforcement or criminal record agencies, and other agencies to release information about me to Franklin County Water District, and hereby release such persons or entities providing such information from liability in any or all claims and damages connected with their providing any requested information.

AUTHORIZED BY CANDIDATE/EMPLOYEE:

_____
Printed Full Name

_____
Signature Date

_____
Previous/Alternate names

_____
Address

_____
Social Security Number

_____
Drivers' License State and Number