

**SOUTH ELLIS COUNTY WATER SUPPLY CORPORATION
WORK APPLICATIONS FORM**

Please answer all questions. If one does not apply, insert N/A.

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Personal Information

Personal Name: _____

Social Security #: _____ Date of Birth: _____

Address: _____

City/State/Zip Code: _____

Daytime Phone #: _____

Nighttime Phone #: _____

Email Address: _____

Position or type of employment desired: _____

Available for: _____ Full time _____ Part time _____ Temporary Hourly Rate Desired _____

Date Available: _____ Overtime: _____ Yes _____ No

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Employment History (add additional documents as needed)

Company Name: _____

Employer Name: _____

Employer Address: _____

Employer Phone: _____

Position Held: _____

Supervisor Name: _____

Duties: _____

Specific equipment, machinery, computers, etc. operated: _____

Time worked at company: _____

Reason for leaving: _____

Employment History (add additional documents as needed)

Company Name: _____

Employer Name: _____

Employer Address: _____

Employer Phone: _____

Position Held: _____

Supervisor Name: _____

Duties: _____

Specific equipment, machinery, computers, etc. operated: _____

Time worked at company: _____

Reason for leaving: _____

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Education and Skills

Did you graduate from high school? ____ Yes ____ No

a) If yes, what high school did you attend, and in what city/state: _____

Did you attend college? ____ Yes ____ No

a) If yes, what college(s), and in what city/state: _____

b) What was your major(s), and what degree(s) do you possess: _____

Have you ever attended any water certification classes? ____ Yes ____ No

If yes, what classes in what city/state, and what kind of certification do you have if any? _____

a) _____

b) _____

Please list any other special skills and/or equipment that you can operate: _____

REFERENCES

Please list the names of three (3) people who will vouch for you regarding work related matters. Please do not include relatives, if possible.

(1) REFERENCE NAME	PHONE NUMBER	ADDRESS
(2) REFERENCE NAME	PHONE NUMBER	ADDRESS
(3) REFERENCE NAME	PHONE NUMBER	ADDRESS

Certification and Agreement

(Read Carefully and Sign)

I certify that all information given on this application and accompanying documents is true and correct. My signature below authorizes South Ellis County Water Supply Corporation to make investigations. My signature indicates my awareness that false statements or failures to disclose certain information may be sufficient to disqualify me for employment; if employed, it may be grounds for my immediate dismissal. This application will be active for up to 90 days.

I understand that neither this form, nor statements by representatives of South Ellis County Water Supply Corporation constitute an employment contract.

Upon employment, I agree to the following:

1. Meeting employability requirements of the Immigration Reform and Control Act by submitting appropriate documentation to satisfy the requirements for completing Form I-9.
2. Abiding by all rules, regulations, and performance standards.
3. A post-employment health evaluation, if required.
4. Meeting minimum or maximum age requirements of applicable laws and submitting proof of true age, if required.
5. Completing and executing a surety bond application, if required.
6. A drug test, to be paid for by SECWSC.

Signature of Applicant: _____

Date: _____

**SOUTH ELLIS COUNTY WATER SUPPLY CORPORATION
CRIMINAL HISTORY RECORD INFORMATION REQUEST**

South Ellis County Water Supply Corporation is required to review the criminal history of applicants, employees, and Board members. The information requested below is necessary to obtain the criminal history record information (should one exist).

Please Print

Name: _____
Last
First
Middle

Date of Birth: _____ **Social Security Number:** _____

Driver's License: _____
State and Number

Mailing Address: _____
PO Box/Street
City
State
Zip Code

Sex: _____ Male _____ Female **Ethnicity:** _____ African American _____ White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used *solely* for the purpose of obtaining criminal history record information.

Signature of Applicant

Date