

Woodruff Roebuck

W A T E R D I S T R I C T

Application for Employment

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # _____ Mobile # _____ E-mail Address _____

Position(s) applied for _____ Date of application _____

Please let us know how you learned about the position _____

Have you ever been employed here before? Yes No
If yes, give dates from _____ to _____

Are you legally eligible for employment?
in this country? Yes No

Date Available for work? _____

What is your desired salary range or hourly rate of pay?
\$ _____ Per _____

Employment desired? Full-Time Part-Time

Answering "Yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever plead "guilty" or "no contest" to or been convicted of a crime? Yes No

Have you ever been convicted of a felony? Yes No If yes to either, please provide date(s) and details

AN EQUAL OPPORTUNITY EMPLOYER Employment History

Please include your resume along with your completed application.

Starting with your most recent employer, provide the following information.

Employer _____ Telephone # _____ Dates employed _____ to _____

Street Address _____ City _____ State _____ Compensation (Starting)
_____ Hourly _____ Salary

Starting Job Title/Final job title _____ Compensation/Bonus/Other Compensation \$ _____

Immediate Supervisor and title (for most recent position held) May we contact for reference? Yes _____ No _____

Why did you leave? _____

Summarize the type of work performed and job responsibilities. _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employer _____ Telephone # _____ Dates employed _____ to _____

Street Address _____ City _____ State _____ Compensation (Starting)
_____ Hourly _____ Salary

Starting Job Title/Final job title _____ Compensation/Bonus/Other Compensation \$ _____

Immediate Supervisor and title (for most recent position held) May we contact for reference? Yes _____ No _____

Why did you leave? _____

Summarize the type of work performed and job responsibilities. _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous pages, have you ever been fired or asked to resign from a job?

___ Yes ___ No

If yes, please explain

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate lines. Include software titles and years of experience.)

___ Word Processing _____ Years: ___ ___ Internet _____ Years: ___

___ Spreadsheet _____ Years: ___ ___ Other _____ Years: ___

___ Presentation _____ Years: ___ ___ Other _____ Years: ___

___ E-Mail _____ Years: ___ ___ Other _____ Years: ___

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)

Years Completed

Major/Minor

___ Diploma ___ GED

___ Degree ___ Certification

___ Diploma ___ GED

___ Degree ___ Certification

_____ Diploma _____ GED _____ Degree _____ Certification

References

List name and telephone number of three (3) business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three (3) school or personal references who are *not* related to you.

<u>Name</u>	<u>Title</u>	<u>Relationship to you</u>	<u>Telephone #</u>	<u>Number of Years Known</u>

Employment is contingent upon a SLED background check do you have any objection to WRWD running this criminal history check? ___Yes___No

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) eliminate me from further consideration for employment, or (II) may result in my immediate discharge from the employer's service, whenever it is discovered.

In consideration of my employment, I agree to conform to the policies and procedures of the company, including but not restricted to code of ethics and confidentiality. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.

I hereby give WRWD or It's assigning the right to contact any and all references, employers and/or educational institutions to verify the accuracy of the information contained in this application and that a consumer report and /or criminal background may be required. I hereby release from liability WRWD and its representatives for seeking, gathering and using such information and all other person, corporations and institutions form providing such information.

I certify that the facts contained in this application and any supplement are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process may result in my application being rejected, or, if I am hired, in my employment being terminated.

I also understand that any offer of employment is conditioned on the completion of pre-employment tests and documentation. I will upon request, sign all necessary consent forms.

I understand that WRWD and its affiliated companies are alcohol and drug free. I understand that once offered employment I will be required to submit to drug testing before employment begins and during the course of employment. I understand that my compliance with this policy is a condition of employment and that continuing employment is conditional upon the successful passing of these tests.

I understand that if I am hired, I will be required to submit written proof of identity and work eligibility.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** _____