

Jacksonville Water Works

Application for Employment

Equal Opportunity Employer

1900 Marshall Rd. Jacksonville, AR 72076 (501) 982-6561 FAX (501) 982-3534

We consider application for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Previous Names Used	Last Name	First	Middle
Address		City	State Zip
If not a resident at current residence for 2 years, give previous address and phone number:			
Home Number	Cell	Work	Email
Drivers License # and State	How did you hear about this position?	Type of employment? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Position Applied For:			Date:
Have you ever been convicted of a felony? (A past criminal history does not necessarily disqualify an applicant from employment.) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe fully:			

Available for work: ____/____/____	Desired salary: \$_____
Are you legally eligible for employment in the U.S.? **If offered employment, you will be required to provide documentation to verify eligibility.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been employed with Jacksonville Water Works before? If so, when? _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you at least 18 years of age?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any friends or relatives who work here? If YES, name and relationship _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently employed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
May we contact your present employer:	<input type="checkbox"/> YES <input type="checkbox"/> NO
In case of an emergency, who should we contact? Name: _____ Home: _____ Cell: _____ Address: _____ Relation: _____	

EDUCATION

School	Name and City/State	Course of Study	From Mo / Yr	To Mo / Yr	Diploma / Degree
High School					
College					
College					
Other (Specify)					

WORK EXPERIENCE (List most recent first) Must be completed even if you supply us with a resume.

Employer	Dates Employed		Job Duties
Address	From	To	
Phone Number			
Job Title	Pay Rate / Salary		
Supervisor			May we contact: <input type="checkbox"/> YES <input type="checkbox"/> NO
Reason for Leaving			Were you fired? <input type="checkbox"/> YES <input type="checkbox"/> NO

Employer	Dates Employed		Job Duties
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Phone Number			
Job Title	Pay Rate / Salary		
Supervisor			May we contact: <input type="checkbox"/> YES <input type="checkbox"/> NO
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Employer	Dates Employed		Job Duties
Address	From	To	
Phone Number			
Job Title	Pay Rate / Salary		
Supervisor			May we contact: <input type="checkbox"/> YES <input type="checkbox"/> NO
Reason for Leaving			Were you fired? <input type="checkbox"/> YES <input type="checkbox"/> NO

Comments: (Include explanation of any gaps in employment)

Describe any specialized training, apprenticeship and skills.

ADDITIONAL INFORMATION

Other Qualifications *(Summarize special job-related skills and qualifications acquired from employment or other experience)*

PERSONAL / PROFESSIONAL REFERENCES *(DO NOT INCLUDE FAMILY MEMBERS OR PAST SUPERVISORS)*

Name	Phone Number	Occupation	Years Acquainted
1.			
2.			
3.			

APPLICANTS STATEMENT

I certify that answers given herein, and any attached resume, are true and complete. Any false, misleading or incomplete information furnished by me regarding this application may result in the rejection of this application or if employed, dismissal. I understand that in consideration of my employment, I agree to conform to the rules and regulations of Jacksonville Water Works and further agree that my employment and compensation are at the will of Jacksonville Water Works, and can be terminated, with or without cause, and with or without notice, at anytime at the option of Jacksonville Water Works or myself. I understand and agree that these terms can only be modified in writing and signed by the Business Office Administrator of Jacksonville Water Works. No supervisor, representative, agent, or other employee of Jacksonville Water Works, has now or has had in the past the authority to enter into any agreement for employment for a specified period of time, or to make any agreement which is contrary to or in modification of the above terms, nor can any policies or practices of Jacksonville Water Works, either written or oral, modify the above terms.

I understand and agree to take any physical examination, including drug testing; all such tests will be administered in compliance with the Americans with Disabilities Act.

I understand and hereby authorize persons, school, companies, employers and/or their representatives to furnish verification to Jacksonville Water Works any and all information set forth in this application and/or attached resume. In addition, I hereby agree to hold harmless and to release from all liability all said persons, schools, companies, employers and/or their representatives from any and all claims that have or which may arise, against any and/or all of them, including Jacksonville Water Works as a result of them furnishing information to Jacksonville Water Works. I authorize Jacksonville Water Works, should they employ me, to release employment references, if my employment becomes terminated for any reason. I also authorize Jacksonville Water Works to conduct credit, police, criminal and driving record inquiries, or any other employment related inquiries in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C Section 1681, et. seq. I understand that the decision for my continued employment and to hire me and will be subject to the results of these inquiries.

I understand this application will be active until this position applied for is filled. After that time, if I wish to be considered for employment, I must re-apply.

A PRE-EMPLOYMENT DRUG SCREEN AND BACKGROUND CHECK WILL BE CONDUCTED UPON JOB OFFER.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE STATEMENT.

Signature of Applicant

Date