

APPLICATION FOR EMPLOYMENT AT O'CONNOR UTILITY DISTRICT
An Equal Opportunity Employer

Please Print All Information. Read This Before Completing Application.

O'Connor Utility District is an Equal Opportunity Employer. All statements made by applicants for employment on this application form will be carefully checked for accuracy. We offer employment opportunities to all persons without regard to race, color, religion, age, sex, national origin, or handicap/disability. The use of this form does not mean that there are positions open and does not obligate O'Connor Utility District in any way. Answer all questions.

PERSONAL INFORMATION

Name _____
Last First Middle Date

Present Address _____
Soc. Sec. No _____

Do you certify that you are at least 18 years old? ☐ Yes ☐ No

Phone Number Where You Can Be Reached _____

Are you a citizen of the U.S. or are you otherwise legally permitted to hold employment in the U. S.?
☐ Yes ☐ No

Have you ever worked under another name? ☐ Yes ☐ No What Name _____

Do you have a valid, unrestricted Tennessee Driver's License? ☐ Yes ☐ No- If so # _____

EDUCATIONAL INFORMATION

School	Name & Address	Course of Study	No of Yrs.	Degree
Elementary				XXXX
High School				
College				
GED/Other Training				
Trade School /				

Describe any specialized Training, Apprenticeship, Skills or Extracurricular activities that might be helpful to us. Please attach proof of specialized training to this application.

EMPLOYMENT HISTORY

Have you ever applied for a job at this Company? ☐ Yes ☐ No If Yes, When _____

Have you ever worked here before? ☐ Yes ☐ No If yes, When _____

Position(s) applied for: _____

Do you seek to work: ☐ Full Time ☐ Part Time ☐ Seasonal

Rate of pay expected: \$ _____ Per Hour How soon could you work? _____

Have you ever been bonded? ☐ Yes ☐ No

Have you ever been refused a bond ☐ Yes ☐ No Is yes, explain reason and date:

Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, state date, court, and place offense occurred:

Have you ever been discharged or requested to resign from a position? ☐ Yes ☐ No Details:

Are you presently employed? ☐ Yes ☐ No

Does your present employer know you are seeking other employment? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Why do you desire to change employment?

How often were you absent from work last year? _____ days. Do you have available transportation to work ☐ Yes ☐ No

PRIOR WORK HISTORY

List last Three (3) employers starting with most recent:

1. Present (or most recent) employer _____
Name

Address _____ City _____ State _____ Zip _____

Immediate Supervisor: _____

Job Title or Position: _____

Date Hired: _____ Starting Pay Rate \$ _____

Date Left: _____ Rate at Leaving \$ _____

Reason for leaving: _____

2. Present (or most recent) employer _____
Name

Address _____ City _____ State _____ Zip _____

Immediate Supervisor: _____

Job Title or Position: _____

Date Hired: _____ Starting Pay Rate \$ _____

Date Left: _____ Rate at Leaving \$ _____

Reason for leaving: _____

3. Present (or most recent) employer _____
Name

Address _____ City _____ State _____ Zip _____

Immediate Supervisor: _____

Job Title or Position: _____

Date Hired: _____ Starting Pay Rate \$ _____

Date Left : _____ Rate at Leaving \$ _____

Reason for leaving: _____

REFERENCES

Do not list relatives, employees of O'Connor Utility District or former employers.

Name	Address	Phone	Occupation
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Name	Address	Phone	Occupation
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Name	Address	Phone	Occupation
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Name	Address	Phone	Occupation
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MISCELLANEOUS

Note: It is understood that false statements on this application will be considered sufficient cause for refusal to hire or dismissal when discovered.

I certify that I have answered all questions contained herein truthfully. I hereby grant permission to the company to investigate all matters contained in the application to disclose such information to the company upon request. I further agree that I shall not hold O'Connor Utility District or any individual, agency, corporation, or association liable for damages, if any, resulting from the investigation and disclosure of information concerning the questions asked on this application form.

I understand that, if hired, my employment will be at will and may be terminated by me or by O'Connor Utility District at any time without cause. If hired, I agree to conform to the rules and regulations of O'Connor Utility District as set forth in the company's policies and procedures.

Signature

Date