

APPLICATION OF EMPLOYMENT

It is the policy of Stephens Regional Special Utility District to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please *type or print* your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

PLEASE ATTACH A COPY OF A CURRENT RESUME WITH THIS APPLICATION

PERSONAL INFORMATION

First Name Middle Initial Last Name

Current Address:

Street and Apt. # City State Zip Code

Permanent Address (if different from above):

Street and Apt. # City State Zip Code

Telephone: _____ E-mail: _____

Social Security #: _____ - _____ - _____ Driver's License #: _____ State: _____

Is this a Commercial Driver's License: Yes No

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

Yes No

If applicable, please list your visa type, visa # and expiration: _____

Have you ever been convicted of a felony in the past seven years (you are not obligated to disclose sealed or expunged criminal records)? Yes No

If you answered yes, please explain:

Have you ever served in the U.S. Military? Yes No

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Special Honors:

POSITION INFORMATION

Position Specifications

Position Applying For: _____

How did you hear about this opening? _____

What hours are you willing to work? _____

Would you be able to work weekends? Yes No

Last Name: _____ First Name: _____ Middle Initial: _____

EMPLOYMENT HISTORY

Present or Most Recent Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reason for leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reason for leaving: _____

Last Name: _____ First Name: _____ Middle Initial: _____

EDUCATION

High School

Name and Address

Did you graduate? Yes No Attended from _____ to _____.

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

Technical or Vocational School

Name and Address

Did you graduate? Yes No Attended from _____ to _____.

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

College or University

Name and Address

Did you graduate? Yes No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

College or University

Name and Address

Did you graduate? Yes No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

Licenses / Certifications / Continued Education

Type of Licenses/Certification/Continued Education

Licensing Agency (if applicable): _____

Date Obtained _____ Expires _____

Notes: _____

Licenses / Certifications / Continued Education

Type of Licenses/Certification/Continued Education

Licensing Agency (if applicable): _____

Date Obtained _____ Expires _____

Notes: _____

Last Name: _____ First Name: _____ Middle Initial: _____

REFERENCES

List three personal references, not related to you, who have known you for more than one year.

Name _____ Phone _____ Years Known _____

Address _____

Name _____ Phone _____ Years Known _____

Address _____

Name _____ Phone _____ Years Known _____

Address _____

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal.

I hereby authorize Stephens Regional SUD to perform a pre-employment background investigation and authorize my previous employers, schools, persons listed as references to provide related information. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or District policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. I agree that Stephens Regional SUD and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with Stephens Regional SUD, I will comply with all rules and regulations as set by the District in any communication distributed to the employees.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates; social media; and other information sources. If the District should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the District will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company that verifies my right to work in the United States on the first day of employment. I have received from the company a list of the approved documents that are required.

I understand that employment at this company is "at will," which means that either I or Stephens Regional SUD can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature: _____ **Date** _____