

GULL LAKE WATER & SEWER AUTHORITY

APPLICATION FOR EMPLOYMENT

Thank you for considering employment with Gull Lake Water & Sewer Authority. Please complete this Employment Application to give us information regarding your job interest and qualifications.

As an Equal Opportunity Employer, we base employment decisions on job-related information and do not discriminate unlawfully because of race, color, religion, sex, age, national origin or ancestry, marital status, veteran status, height, weight, physical or mental disability unrelated to performance, or any other status protected by law.

NAME _____ TELEPHONE NO. () _____
Last First Middle

ADDRESS _____ SOCIAL SECURITY NO. _____

CITY _____ STATE _____ ZIP _____

POSITION APPLIED FOR _____

FULL TIME _____ PART TIME _____

WHAT SPECIAL QUALIFICATIONS DO YOU HAVE? _____

WHAT EQUIPMENT CAN YOU OPERATE? _____

WHEN CAN YOU BEGIN WORK? _____

ARE YOU 18 YEARS OR OLDER? YES _____ NO _____

HAVE YOU FILED AN APPLICATION HERE BEFORE? YES _____ NO _____

If yes, give date _____

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? YES _____ NO _____

If yes, give date _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES ___ NO ___
(Proof of Citizenship or immigration status will be required upon employment.)

CAN YOU TRAVEL IF REQUIRED? YES ___ NO ___

HAVE YOU BEEN CONVICTED OF A FELONY OR A MISDEMEANOR?* YES ___
NO ___

If yes, please explain:

* You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

DO YOU HAVE FRIENDS OR RELATIVES WORKING FOR US? YES ___

NO ___ If yes, please name: _____

ARE YOU EMPLOYED AT PRESENT? YES ___ NO ___ AMOUNT OF TIME
NEEDED TO GIVE YOUR PRESENT EMPLOYER: _____

AVAILABILITY RECORD

PRIMARY POSITION DESIRED? _____

WILL YOU ACCEPT ANOTHER POSITION? YES ___ NO ___

If so, what? _____

DO YOU HAVE RESPONSIBILITIES THAT WOULD LIMIT YOUR AVAILABILITY?

YES ___ NO ___ If yes, explain: _____

SKILLS

COMPUTER EXPERIENCE: YES ____ NO ____ . Please list your software knowledge and level of experience. _____

WHAT OTHER SPECIAL QUALIFICATIONS DO YOU HAVE NOT LISTED ABOVE?

EMPLOYMENT

Beginning with your present or last employer, list all full-time or part-time positions.

1. _____ () _____
Company Name Telephone
Employed (State Month and Year)
_____ From _____ To _____
Address Weekly Pay
_____ Start _____ Last _____
_____ Reason for Leaving: _____
Position _____

Supervisor _____

* * * * *

2. _____ () _____
Company Name Telephone
Employed (State Month and Year)
_____ From _____ To _____
Address Weekly Pay
_____ Start _____ Last _____
_____ Reason for Leaving: _____
Position _____

Supervisor _____

* * * * *

3. _____ () _____
 Company Name Telephone
 _____ Employed (State Month and Year)
 _____ From _____ To
 Address Weekly Pay
 _____ Start _____ Last
 _____ Reason for Leaving: _____
 Position _____

 Supervisor _____

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED 8 9 10 11 12 13 14 15 16

SCHOLASTIC HONORS RECEIVED: _____

	Name of School	Location (City, State)	Courses Taken	Diploma
Grammar or Grade School				
High School				
College				
Vocational or Business				

List professional, trade, business or civic activities and offices held.

EXTRACURRICULAR ACTIVITIES WHILE IN SCHOOL: _____

HONORS RECEIVED, VOLUNTEER OR COMMUNITY SERVICE OR OTHER QUALIFICATIONS YOU HAVE WHICH YOU FEEL ARE RELATED TO THE POSITION FOR WHICH YOU RE APPLYING: _____

HAVE YOU EVER BEEN IN THE U.S. ARMED FORCES? _____

WHAT IS YOUR PRESENT SELECTIVE SERVICE CLASSIFICATION? _____

ARE YOU PRESENTLY A MEMBER OF RESERVES OR NATIONAL GUARD? _____

IF SO, WHEN IS YOUR ENLISTMENT UP? _____

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS

Type	Organization or State Issued	Date Issued	Number
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REFERENCES: PLEASE LIST PERSONS NOT RELATED TO YOU, WHOM WE MAY CONTACT WHO KNOW YOUR QUALIFICATIONS. (BUSINESS ASSOCIATES, SUPERVISORS, OR FACULTY MEMBERS UNDER WHOM YOU STUDIED.)

Name and Address	Phone No./ Occupation	Relationship Occupation	Years Known
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PLEASE EXPLAIN ALL PERIODS OF UNEMPLOYMENT: _____

HAVE YOU EVER BEEN DISCHARGED OR REQUESTED TO RESIGN FROM ANY POSITION? YES ____ NO ____ If yes, explain: _____

HAVE YOU EVER BEEN DISCIPLINED OR DISCHARGED FOR ABSENTEEISM OR TARDINESS? YES ____ NO ____ If yes, explain: _____

PREEMPLOYMENT STATEMENT - READ CAREFULLY BEFORE SIGNING

I understand that submission of this application does not assure that I will be employed. I certify that the statements made by me in this application are true and complete. I understand that any false statement or misstatement on this application or in my interview(s) may cause rejection of the application, or dismissal if such false statement or misstatement is discovered subsequent to employment. I understand that before an offer of employment is extended I may have to pass a drug and alcohol test.

I understand that the information in this application will be used by Gull Lake Water & Sewer Authority and my current and previous employers and others may be contacted, to make an inquiry concerning my personal, employment, financial, educational, and medical history and other matters related to employment. I request my current and previous employers, educational institutions and medical providers to answer any inquiry and to provide any requested information contained in any employment, medical or educational records or files relating to me. I hereby release and agree to hold harmless Gull Lake Water & Sewer Authority and my current and previous employers, educational institutions, and medical providers (and their agents and employees) from any and all claims arising in any way from their cooperation in any inquiry or investigation about me, and I waive my right to receive any notice concerning any disclosures made as a part of such inquiry or investigation. I also release and agree to hold harmless Gull Lake Water & Sewer Authority and the medical/technical testing agencies (and their agents and employees) from any and all claims arising in any way from their administration or use of results of tests from physical examination of me, including any laboratory tests (including tests for drugs and alcohol), and I authorize the medical/testing agencies conducting the examination and/or tests to report the results thereof to the company, its agents and employees.

I understand that my employment shall be on such terms and conditions as Gull Lake Water & Sewer Authority may determine and change from time to time and is based upon the requirement that employees become familiar with and abide by the rules, regulations, policies and procedures of Gull Lake Water & Sewer Authority, as may be established and changed from time to time. Such employment is at will and, therefore, can be terminated by Gull Lake Water & Sewer Authority, at any time, with or without cause and with or without notice, regardless of any contrary provisions in any other forms, manuals, handbooks, etc. I understand that no one except the Board for Gull Lake Water & Sewer Authority by an action of a quorum of the Board at a Board meeting has any authority to enter into any agreement for employment other than a terminable at will basis, and that no such agreement shall be effective or binding unless it is individually addressed to me in writing and acted on by the Board as provided above. I further agree that any action or suit against Gull Lake Water & Sewer Authority arising out of my employment or termination of employment, must be

brought within 180 days of the event giving rise to the claim or be forever barred. I waive any statute of limitations to the contrary.

I acknowledge that I have read and understand the forgoing disclosures, waivers, releases and agreements.

SIGNED: _____ DATE: _____

If you are not hired, this application will remain active for a period of six (6) months from the date of completion. Should you wish to reactivate or amend your application at the end of this six (6) month period, please notify the office in writing prior to that time.

FAUSER\SEDC\CLM\GULL LAKE\EMPL AGMT.DOC

DISCLOSURE OF USE OF CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

As part of the process of determining your eligibility for current or future employment opportunities, Gull Lake Sewer & Water Authority, may obtain “consumer reports” containing information from “consumer reporting agencies” about such matters as your creditworthiness, criminal background, credit history, character, general reputation, personal characteristics, or mode of living. In some circumstances, we may obtain an “investigative consumer report”, which is a special kind of consumer report in which information on your character, criminal background, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, associates, or others who may have knowledge about you.

Under the Fair Credit Reporting Act, if we obtain an investigative consumer report, you have the right to make a written request for disclosure of the nature and scope of the investigation within a reasonable period of time. We will promptly provide the required disclosure.

By signing below, you acknowledge receiving a copy of this document, a Disclosure of Use of Consumer Reports for Employment Purposes, and a Summary of Your Rights Under the Fair Credit Reporting Act and you authorize Gull Lake Sewer & Water Authority, to obtain any consumer reports, investigative consumer reports it may wish to use now or in the future for employment purposes (including decisions on hiring, promotion, transfer, etc.).

Dated: _____

Signed: _____

AUTHORIZATION OF CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

I have received a DISCLOSURE OF USE OF CONSUMER REPORTS FOR EMPLOYMENT PURPOSES and I authorize Gull Lake Sewer & Water Authority, to obtain any consumer reports it may wish to use now or in the future for employment purposes (including decisions on hiring, promotion, transfer, etc.).

Dated: _____

Signature of Applicant/Employee