

**LIMESTONE COUNTY WATER & SEWER AUTHORITY**

POST OFFICE BOX 110, ATHENS, AL 35612

**APPLICATION FOR EMPLOYMENT**

We are committed to equality of opportunity. It is the policy of Limestone County Water & Sewer Authority (1) to provide an environment free of discrimination and (2) to assure that personnel determinations are based on merit, experience, and other work-related criteria.

USE INK—PLEASE PRINT (Except where otherwise indicated)

All applicants will be subject to verification of employment and educational history. New hires may also be subject to criminal background checks. Each applicant must answer all questions on this application accurately, thoroughly, and honestly. This application with documentation will be kept active for a period of 6 months. At the end of this period, the application will be considered inactive.

**PERSONAL INFORMATION**

<b>NAME</b>	LAST	FIRST	MI	<b>POSITION APPLIED FOR:</b>	Full-Time Part-Time
<b>ADDRESS</b>	NUMBER	STREET		<b>ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? (YES OR NO)</b> _____	
<b>CITY</b>		STATE	ZIP CODE	<b>SOCIAL SECURITY NUMBER:</b>	
				<b>PRIMARY PHONE NUMBER</b>	<b>ALTERNATE PHONE NUMBER</b>
				(    )    -	(    )    -

How were you referred to apply for work with LCWSA? (Select one or more)  
\_\_\_ Advertisement      \_\_\_ Friend      \_\_\_ State Employment Service  
\_\_\_ Employment Agency      \_\_\_ Relative      \_\_\_ Other \_\_\_\_\_

Have you ever been employed with us before?      \_\_\_ Yes      \_\_\_ No  
If yes, give date and position \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills, certifications, and qualifications acquired from employment or other experience that would enable you to perform his job. List all equipment and/or machines you can operate, as well as any applicable office equipment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any specialized training, apprenticeship, skills & extra-curricular activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**M/F/D/V**

## EDUCATION

NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?		DEGREE AND MAJOR
		YES	NO	
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
TRADE SCHOOL				

## EMPLOYMENT EXPERIENCE

**Start with your last or present job.**

<b>1</b>	Employer	Date Employed		RESPONSIBILITIES
		From	To	
	Address	Hourly Rates/Salary		
	Telephone Number(s)	Starting	Final	
	Job Title	Supervisor		
Reason for Leaving				
<b>2</b>	Employer	Date Employed		RESPONSIBILITIES
		From	To	
	Address	Hourly Rates/Salary		
	Telephone Number(s)	Starting	Final	
	Job Title	Supervisor		
Reason for Leaving				
<b>3</b>	Employer	Date Employed		RESPONSIBILITIES
		From	To	
	Address	Hourly Rates/Salary		
	Telephone Number(s)	Starting	Final	
	Job Title	Supervisor		
Reason for Leaving				

**If you need additional space, please continue on a separate sheet of paper.**

## BACKGROUND

Any employment offer, if made, may be contingent upon passing a background check.

**HAVE YOU EVER BEEN IN THE ARMED FORCES, WHETHER ACTIVE DUTY, NATIONAL GUARD, OR RESERVES?** \_\_\_\_ YES \_\_\_\_ NO

**If yes to the above:**

Specialty (MOS) \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

Type of Discharge (Honorable, General, Other than Honorable, Bad Conduct Discharge, Dishonorable, Entry Level Separation)  
\_\_\_\_\_ (If yes, provide a copy of your DD Form 214.)

**HAVE YOU EVER BEEN ARRESTED FOR A FELONY OR FIRST DEGREE MISDEMEANOR?** \_\_\_\_ YES \_\_\_\_ NO

If "YES", what charges? Were you convicted or were you later pardoned or had the conviction overturned or expunged?

\_\_\_\_\_  
Date of Conviction \_\_\_\_\_

**HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF ANY OFFENSE INVOLVING THEFT, LARCENY, STEALING, OR WRITING BAD CHECKS OR WORTHLESS INSTRUMENTS?** \_\_\_\_ YES \_\_\_\_ NO

If "YES", what charges? Were you convicted or were you later pardoned or had the conviction overturned or expunged?

\_\_\_\_\_  
Date of Conviction \_\_\_\_\_

**HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF DRIVING WHILE UNDER THE INFLUENCE OF ANY INTOXICATING SUBSTANCE?** \_\_\_\_ YES \_\_\_\_ NO

If "YES", what charges? Were you convicted or were you later pardoned or had the conviction overturned or expunged?

\_\_\_\_\_  
Date of Conviction \_\_\_\_\_

NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.

## CERTIFICATION

I hereby declare and certify that my answers to the questions on this application and all of the statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith. I give the right to Limestone County Water & Sewer Authority ("LCWSA") to investigate all information given and to secure additional appropriate information if necessary. **This specifically gives my consent to LCWSA to perform pre-employment background screening checks, including checking with credit reporting agencies.** I understand that LCWSA may contact my prior employers and any contacts or references listed, and expressly give permission to LCWSA to do so and indemnify, release, and agree to hold harmless LCWSA for any information obtained through personal interviews with my prior employers, contacts, and references. I understand that inquiry may be made into my employment history, employment verification, credential information, references, and appropriateness for employment. In accordance with this authorization and statement, I authorize my current and former employers to give any information regarding my employment, and hereby release from all liability or responsibility all persons, companies, or corporations furnishing such information in good faith. I also authorize the release of my scholastic ratings and records to LCWSA by schools and other listed educational institutions that I have attended. I understand that any information I give may be further investigated as allowed by law, and I hereby consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of LCWSA for employment purposes. This consent shall continue to be effective during my employment if I am hired.

I understand that the completion of this application does not assure me of a position with LCWSA and does not obligate LCWSA to me in any way. **I further understand that any misrepresentation or omission of information herein may cause my application**  
Revision, Effective October 2010

**to be rejected, my name to be removed from the list of potentially eligible candidates for employment, and/or subject me to dismissal, if hired. That is, I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date.** Candidates selected for hire are conditionally hired, subject to passing a drug screen prior to beginning employment. I am aware that the results of the drug screen will be made available to LCWSA's Human Resources Department and/or a duly authorized representative. LCWSA is committed to a drug free workplace to protect the safety of works and the public.

**DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_