

# FLORIDA RURAL WATER ASSOCIATION

2970 Wellington Circle  
Tallahassee FL 32309  
850.668.2746

## APPLICATION FOR EMPLOYMENT

Applications are considered without regard to race, creed, color, sex, religion, age, national origin, disability, marital status, veteran status, or citizenship status. The receipt of this application does not obligate the Association in any way.

PLEASE PRINT

DATE \_\_\_\_\_

### PERSONAL INFORMATION

LAST NAME		FIRST NAME		MIDDLE NAME		SOCIAL SECURITY NUMBER							
								-			-		
HOME TELEPHONE								-					
						EMAIL ADDRESS							
PRESENT ADDRESS		CITY		STATE		ZIP							

How long have you been at the above address?

PREVIOUS ADDRESS	CITY	STATE	ZIP
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Are you over the age of 18?  YES  NO (If no, employment is subject to verification that you are of minimum age.)

Are you legally eligible to work in the United States?  YES  NO (Proof of legal work status will be required if you are employed.)

### EMPLOYMENT INFORMATION

Position applying for:	Date available for work:
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Are you available to work  Full Time  Part Time  Temporary

Do you have relatives employed by this organization?  YES  NO If yes, please list:

Have you ever applied for a job with us before?  YES  NO

Have you ever worked for us before?  YES  NO

Have you ever been bonded?  YES  NO Have you ever been refused bond?  YES  NO If so, please state the reason and date:

Have you ever been convicted of any crime other than a minor traffic violation?  YES  NO If yes, state date, court and place where offense occurred.

If applying for a position where driving is required, have you been convicted of any traffic violation, including speeding tickets, within the last five years? (A prior conviction will not automatically bar you from employment). If yes, explain details and indicate why, where and the disposition of the case.

Have you ever been discharged or requested to resign from a position?  YES  NO If yes, explain.

Does your present employer know of your plans to change employment?  YES  NO Why do you desire a change?

Have you ever held a position of trust, handling money or confidential material?  YES  NO

Would you have steady transportation for/to work?  YES  NO

Are there any experiences, skills, or qualifications that you feel would especially fit you for work with this organization?

# MILITARY SERVICE RECORD

Were you in the US Armed Forces?  YES  NO If yes, what Branch?

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at discharge \_\_\_\_\_

List duties in the Service including special training

## PRIOR WORK EXPERIENCE

Start with most recent or present employer

<b>1</b> NAME AND ADDRESS OF MOST RECENT EMPLOYER	TELEPHONE NUMBER	
IMMEDIATE SUPERVISOR (Name and Position)	DATE HIRED	STARTING RATE
YOUR JOB TITLE AND DUTIES	DATE LEFT	LAST RATE
REASON FOR LEAVING		
<b>2</b> NAME AND ADDRESS OF EMPLOYER	TELEPHONE NUMBER	
IMMEDIATE SUPERVISOR (Name and Position)	DATE HIRED	STARTING RATE
YOUR JOB TITLE AND DUTIES	DATE LEFT	LAST RATE
REASON FOR LEAVING		
<b>3</b> NAME AND ADDRESS OF EMPLOYER	TELEPHONE NUMBER	
IMMEDIATE SUPERVISOR (Name and Position)	DATE HIRED	STARTING RATE
YOUR JOB TITLE AND DUTIES	DATE LEFT	LAST RATE
REASON FOR LEAVING		

May we contact the employers listed above?  YES  NO If no, indicate by numbers which one(s) you do not wish us to contact?

## REFERENCES

Please list three references who are not related to you and are not previous employers.

NAME	ADDRESS	TELEPHONE NO.

## EDUCATION INFORMATION

	ELEMENTARY	HIGH	COLLEGE/ UNIVERSITY	GRADUATE/ PROFESSIONAL
SCHOOL NAME				
YEARS COMPLETED		9 10 11 12	1 2 3 4	1 2 3 4
DIPLOMA/DEGREE				
DESCRIBE COURSE OF STUDY				

## APPLICANT'S SIGNATURE

I certify that the facts set forth above in my application for employment are true, complete, and accurate. I understand that if employed, false statements or omissions on this application shall be considered sufficient cause for immediate dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit report through any investigative or credit agencies or bureaus of your choice. I understand that a driver's license and original background check may be performed prior to or at any time should I become employed.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigative consumer report.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. This application will be considered active for a 90-day period.

After the initial offer of employment, I agree to undergo a physical examination to determine the physical qualifications for the position for which applied, if required. I agree to undergo pre-employment blood or urine testing for substance abuse.

I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

# NOTICE TO ALL APPLICANTS

The Immigration Reform and Control Act of 1986 requires that we verify your identity and employment eligibility. This requirement applies to US citizens and aliens. Therefore, if you are hired, please be prepared to present the following documents listed below when you begin work. Only original documents will be accepted.

You may present one document from list **A**. If you do not have any of the documents on list **A**, you must present one document from **both** lists **B** and **C**.

<b>A</b>	<b>B</b>	<b>C</b>
<p>US Passport</p> <p>Certificate of US Citizenship (INS Form N-560)</p> <p>Certification of Naturalization (INS Form N-550 or N-570)</p> <p>Unexpired foreign passport, which contains unexpired stamp reading "processed for I-551", or has attached and unexpired Form I-94 authorizing employment.</p> <p>Alien Registration Receipt Card (INS Form I-151, provided photo is included).</p> <p>Resident Alien Card (INS Form I-551, provided photo is included).</p> <p>Temporary Resident Card (INS Form I-688)</p> <p>Employment Authorization Card (INS Form I-668A)</p>	<p>State-issued driver's license or ID card containing photo or basic data (e.g., sex, height, weight, color of eyes, address, etc.)</p> <p>School ID card with photograph</p> <p>Voter's registration card</p> <p>US Military card or draft card</p> <p>ID card issued by federal, state, or local government agencies or entities.</p>	<p>Social Security Card</p> <p>Original or certified copy of a state issued birth certificate.</p> <p>Unexpired Re-entry Permit (INS I-327)</p> <p>Unexpired Refugee Travel Document (INS Form I-571)</p> <p>Certificate of Birth issued by State Department (Form FS-545)</p> <p>Certificate of Birth Abroad issued by State Department (Form DS-1350)</p> <p>An employment authorization document issued by INS.</p> <p>Native American Tribal Documents</p> <p>US Citizen ID Card (Form I-197)</p> <p>ID card for Resident Citizens (Form I-179)</p>