**Application for Employment**

“An Equal Opportunity Employer”

**Position Applying For:** **Date:**

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| **Name:** |  | | | |
|  | Last First Middle | | | |
| **Present Address:** |  | | | |
|  | Street City State Zip | | | |
| **Permanent Address:** | |  | | |
| (If different from above) | Street City State Zip | | | |
| **Phone Number:** |  | | **Social Security Number:** |  |
| **Date of Birth:** |  | | **Date available for work:** |  |

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| --- | --- | --- | --- | --- |
|  | | | **Yes or No** | |
| Are you at least 18 years old? | | |  |  |
| Are you related to any current/past employees of Howell Mountain Mutual Water Company? | | |  | |
| If Yes, please provide name and relationship: |  |  | | |
| Are you eligible for employment? |  | |  | |
| (Verification of your legal right to work in the U.S. will be required upon employment) | | |  |  |
| Will you work overtime if necessary? | | |  | |
| Will you work weekends if necessary? | | |  | |
| Will you relocate if the job requires it? | | |  | |
| Are you able to perform the essential/marginal job functions, with/without reasonable accommodation? | | |  | |
| (We comply with the ADA and consider reasonable accommodation measures that may be necessary to perform essential functions) | | |  |  |
| Have you ever been convicted of a felony? | | |  | |
| If Yes, please explain below: (Continue on separate page is necessary) | | |  | |
|  | | | | |

**Answer the following questions if you are applying for a position that requires a license or certification (Operator in Training):**

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| --- | --- | --- | --- |
| Are you licensed/certified for the job applied for? | | Yes | No |
|  |  |  | |
| **Name of License/certification:** | **Issuing state/department:** | **License/certification number:** | |
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**Education, Training and Experience:**

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| --- | --- | --- | --- | --- |
| **School** | **Name and Address of School** | **Dates Attended** | **Degree/ Diploma/ Certificate** | **Field of Study** |
| **High School:** |  |  | **Yes or No** |  |
|  |
| **College:** |  |  |  |  |
| **Vocational:** |  |  |  |  |

**Courses completed related to position applying for:**

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| --- | --- | --- | --- |
| **Course Name:** | **School Name:** | **School Location:** | **Date Completed:** |
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**Employment History:**

List your entire employment history, assignments or volunteer activities, starting with the most recent, including military experience. Please explain any gap in employment in comments section below:

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| --- | --- | --- | --- | --- |
| **Employer:** |  | **Dates Employed:** | | **Summarize nature of work and responsibilities:** |
| **Phone #:** |  | **From:** | **To:** |  |
| **Address:** |  |  |  |
|  |  | **Hourly Rate/Salary:** | |
| **Job Title:** |  | **Starting:** | |
| **Supervisor/Title:** |  |  | |
| **Reason For Leaving:** | | **Hourly Rate/Salary:** | |
|  | | **Final:** | |
|  | |
| **Employer:** |  | **Dates Employed:** | | **Summarize nature of work and responsibilities:** |
| **Phone #:** |  | **From:** | **To:** |  |
| **Address:** |  |  |  |
|  |  | **Hourly Rate/Salary:** | |
| **Job Title:** |  | **Starting:** | |
| **Supervisor/Title:** |  |  | |
| **Reason For Leaving:** | | **Hourly Rate/Salary:** | |
|  | | **Final:** | |
|  | |
| **Employer:** |  | **Dates Employed:** | | **Summarize nature of work and responsibilities:** |
| **Phone #:** |  | **From:** | **To:** |  |
| **Address:** |  |  |  |
|  |  | **Hourly Rate/Salary:** | |
| **Job Title:** |  | **Starting:** | |
| **Supervisor/Title:** |  |  | |
| **Reason For Leaving:** | | **Hourly Rate/Salary:** | |
|  | | **Final:** | |
|  | |

**Explain any gap in employment below:** (Continue on separate page if necessary)

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**Skills and Qualifications:**

Summarize special skills and qualifications acquired for employment or other experiences that may qualify you to work for HMMWC.

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**Electrical/Mechanical/Plumbing Skills:**

Summarize experience with Electrical, Mechanical and Plumbing work. (Automotive maintenance, home renovations, etc)

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**References:**

List name and telephone number of three business/work references that are not related to you. If not applicable, list three school or personal references, which are not related to you.

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| --- | --- | --- |
| **Name/Title** | **Phone** | **Years Known** |
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| **Military Service:** | **Yes** | **No** |

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| If applicable, please describe any special skills or abilities resulting from your military service: |
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**Emergency Contact:**

|  |  |
| --- | --- |
| **Name:** | **Contact Number:** |
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| --- | --- |
| **Please Read Carefully, Initial Each Paragraph and Sign Below:** | Initials: |
| I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. |  |
|  |  |
| I hereby authorize **Howell Mountain Mutual Water Company** through any investigative agency or bureau to thoroughly investigate my references, work record, education, certification, DMV record, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. |  |
|  |  |
| I understand that agreement to binding arbitration of all employment-related disputes with **Howell Mountain Mutual Water Company** is a condition of new employment by **Howell Mountain Mutual water Company**, and that if I am hired I will be required to sign a mutual agreement to arbitrate claims covering all employment-related disputes. |  |
|  |  |
| I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, **with or without advance notice and without liability**, at the option of either myself of the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing signed by Board of Directors of the Company. |  |
|  |  |
| I understand that, if hired, I am required to abide by all polices, rules, and regulations of **Howell** **Mountain Mutual Water Company.** |  |
|  |  |
| I understand that a job offer will be contingent on passing a job related physical examination, drug testing, and/or background investigation. |  |
|  |  |
| I understand that this application will remain active for 60 days. If I wish to be considered for employment beyond this period, I will have to reapply. |  |

**Background Information:**

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| --- | --- | --- | --- | --- |
| **Additional Names Used:** | |  | | |
| **Driver’s License Number:** | |  | **State:** |  |
|  | |  |  |  |
| **Previous Address: (Last 10 years of residence)** | | | **From:** | **To:** |
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| **Signature of Applicant:** |  | | | |