



# Spanish Fort Water System Inc.

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Will you now or in the future require sponsorship for employment visa status (for example, EAD, F-1, OPT, H-1B, L-1, or TN status)? If employed, you will be required to provide original documents which verify your identity and right to work in the United States. YES \_\_\_ NO \_\_\_

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Do you have relatives who are currently employed by Spanish Fort Water System? YES \_\_\_ NO \_\_\_

Are you willing to work variable start and end times including weekends and holidays? YES \_\_\_ NO \_\_\_

Do you have experience in public utilities? YES \_\_\_ NO \_\_\_

Do you have experience with heavy equipment? YES \_\_\_ NO \_\_\_

Do you have experience with installing underground utilities? YES \_\_\_ NO \_\_\_

Do you have experience with GIS and mapping Programs? YES \_\_\_ NO \_\_\_

Do you have experience with Microsoft Word, Excel, or Adobe PDF? YES \_\_\_ NO \_\_\_

Have you ever been convicted (including a guilty plea or a no-contest plea) of a crime? If "yes" give the date, place, and describe the offense: (A "yes" answer will not disqualify you from consideration for employment with Spanish Fort Water System). YES \_\_\_ NO \_\_\_

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

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Sign Application**

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**APPLICANT'S CONSENT AND AGREEMENT**

**PLEASE READ CAREFULLY**

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I promise that the information I gave in this Application for Employment is true and complete. I understand that Spanish Fort Water System may refuse to hire me or, if I am hired by Spanish Fort Water System, may dismiss me if I gave false, misleading, or incomplete information in this application.

Unless I checked "No" to indicate that I do not want Spanish Fort Water System to contact a former employer to obtain an employment reference and gave the reason for that choice, I authorize each person, school and former employer identified in this Application to provide the Spanish Fort Water System with any information that Spanish Fort Water System may request. I authorize Spanish Fort Water System to conduct a complete background investigation to verify the accuracy of information in this Application, and I authorize Spanish Fort Water System to obtain complete information concerning any conviction or guilty plea for any crime. I consent to the release of all such information to Spanish Fort Water System, and I release each person, school, employer, or agency from any liability or damage related in any way to the furnishing of such information.

I also authorize Spanish Fort Water System to conduct motor vehicle records check of my driving record and I consent to the disclosure of my driving record to Spanish Fort Water System, including driver's license number, and record of vehicle accidents, traffic violations and driver status.

I understand that once I submit this Application, the Application becomes the property of the Spanish Fort Water System and that my application may be considered a public record subject to disclosure to the public.,

I understand that if I am hired by Spanish Fort Water System, the terms and conditions of my employment are governed by Spanish Fort Water System's *Personnel Rules, Policies and Procedures*. I acknowledge that no representations or promises of any kind have been made to me to induce me to accept employment with Spanish Fort Water System.

I understand Spanish Fort Water System is not obligated to continue my employment for any particular length of time, and that I do not have a contract right, a property right, or any other right to continued employment with Spanish Fort Water System, and that Spanish Fort Water System can terminate my employment at any time and for any reason Spanish Fort Water System deems sufficient.

I understand that Spanish Fort Water System is a Drug-Free Workplace, and that all employees are required to pass a drug/alcohol test before beginning work for Spanish Fort Water System. I understand that any offer of employment is conditioned upon satisfactory completion of the drug/alcohol test.

I understand that federal law requires me to provide proof of identification and employment eligibility.

By my signature, I certify that I have read, understand, and agree with the Applicant's Consent and Agreement.

Signature of \_\_\_\_\_

Applicant Date: \_\_\_\_\_