

CHEROKEE RURAL WATER FULL TIME JOB APPLICATION

Cherokee Rural Water is an Equal Employment Opportunity / Affirmative Action Employer. Qualified applicants are eligible to compete for positions without regard to race, color, national origin, sex, creed, religion, age, physical or mental disability, or marital status. Persons of color, women and veterans are encouraged to apply. Please add additional comments on the back of this application.

FIRST NAME _____ MIDDLE INITIAL _____ LAST NAME _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PHONE# _____ - _____ - _____ ALTERNATE PHONE# _____ - _____ - _____

SOCIAL SECURITY # _____ - _____ - _____ E-MAIL ADDRESS: _____

IF YOU ARE UNDER 18 YEARS OF AGE, PLEASE PROVIDE DATE OF BIRTH _____
MO / DATE / YR

POSITION APPLIED FOR: Field service / water treatment plant operator

EDUCATION

Circle highest year of education completed. 8 9 10 11 12 / GED 1 2 3 4 5 5+
High School Post High School

Name of High School attended: _____

Graduated? Yes _____ No _____ Year graduated _____

Post High School Education.

Name of School / Collage	From Mo. Yr.	To Mo. Yr.	Major	Degree Mo. Yr.

IMPORTANT INFORMATION

1. Do you object to inquiry of your present or past employer? Yes _____ No _____
2. Have you ever been discharged or asked to resign from employment? Yes _____ No _____

If you have answered "yes" to any of the above question, please give particulars on back of this page. A yes answer does not automatically disqualify you from employment.

DRIVING INFORMATION

Do you possess a valid Driver's License? Yes ___ No ___ CDL? Yes ___ No ___
License restrictions? Yes ___ No ___ If yes, list restrictions _____
Driver's License# _____ Issuing State _____

JOB INFORMATION

Some of the job requirements include understanding: water treatment plant operations, electrical wiring schematics, SCADA system (water treatment computer controls), well operations, water sampling results, etc. Applicant must have the ability to work independently and communicate with system Members, fellow employees and the general public. Applicant will assist in the installation and repair of distribution lines and may be required to lift object weighing up to 50 lbs.

1. Do you feel you will be able to handle these responsibilities? Yes ___ No ___ Unsure ___
 2. Will you be able to perform these functions without reasonable assistance? Yes ___ No ___
 3. If no, list functions that cannot be preformed. _____
 4. If hired, on what date can you start working? Month _____ Date _____ Year _____
 5. Until this position is filled, would you be interested in part time day work this fall? Yes ___ No ___
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SKILLS & QUALIFICATIONS

List any skills, qualifications, licenses, awards, training, etc. you have received that you feel would be beneficial to Cherokee Rural Water. (Example: electrical work, plumbing, skid loader operator, mechanical, welding)

1. Have you served in the military? Yes ___ No ___
 2. If so, what branch? _____
 3. Have you ever been convicted of a criminal offense other than a minor traffic violation (felony or misdemeanor)? Yes ___ No ___
 4. If yes, describe offense: _____
- _____

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.

EMPLOYMENT RECORD

List below, from most recent to least recent, your employment history.

1. Present / last employer _____
Phone# _____ Date Hired _____ Date Separated _____
Immediate Supervisor _____ Position held _____
Weekly Salary \$ _____ Duties _____
Reason for leaving _____

2. Present / last employer _____
Phone# _____ Date Hired _____ Date Separated _____
Immediate Supervisor _____ Position held _____
Weekly Salary \$ _____ Duties _____
Reason for leaving _____

3. Present / last employer _____
Phone# _____ Date Hired _____ Date Separated _____
Immediate Supervisor _____ Position held _____
Weekly Salary \$ _____ Duties _____
Reason for leaving _____

REFERENCES

NAME	ADDRESS	PHONE	YEARS ACQUAINTED

Do you have any friends, relatives, or acquaintances working for or associated with Cherokee Rural Water? Yes _____ No _____

If yes, state name & relationship: _____

BE SURE TO READ THIS STATEMENT BEFORE SIGNING

I hereby certify that this application is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentations.

FURTHERMORE:

1. I am aware that all statements submitted on this application are subject to investigation and verification.
2. I authorize the persons, schools, law enforcement agencies and other organizations or employers named in this application to provide information requested by Cherokee Rural Water in its processing of this application.
3. I agree to provide, upon request of Cherokee Rural Water, written releases and waivers of confidentiality should any former employer or school require such a release.
4. I understand that any withholding of information or misrepresentation on this application could result in rejection for employment, or employment termination from Cherokee Rural Water.
5. I understand any offer of employment is conditional upon successfully completing a physical which includes a drug screen and that employment is for no definite period and may be terminated at any time without any previous notice.

Signature

Date