

# DOUBLE SPRINGS UTILITY DISTRICT

## APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An equal opportunity Employer)

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### PERSONAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City, State Zip

Mailing Address \_\_\_\_\_  
Street City, State Zip

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Are you prevented from lawfully becoming employed in the United States? [ ] YES [ ] NO

Are you 18 years or older? [ ] YES [ ] NO

Have you ever been convicted of a crime? [ ] YES [ ] NO If yes, please explain. \_\_\_\_\_

Are you able to pass a drug test? [ ] YES [ ] NO

If hired, do you have any physical restrictions that would interfere with the position that you are applying for? [ ] YES [ ] NO If yes, explain: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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**EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Start Date \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? [ ] YES [ ] NO May we contact your present Employer? [ ] YES [ ] NO

Have you ever applied or work for this company before? [ ] YES [ ] NO If yes, when? \_\_\_\_\_

Referred by? \_\_\_\_\_

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**EDUCATION**

	<b>Name &amp; Location</b>	<b>Years Attended</b>	<b>Did you Graduate</b>	<b>Subjects Studied</b>
High School				
College				
Trade School				

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**GENERAL**

Subject of special study or research work: \_\_\_\_\_

Special Skills: \_\_\_\_\_

Activities/Hobbies \_\_\_\_\_

U.S. Military or Naval Service \_\_\_\_\_ Rank \_\_\_\_\_

Are you a present member in Nation Guard or Reserves? [ ] YES [ ] NO

Applicant's Name: \_\_\_\_\_

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## WORK HISTORY

List last three Employers, starting with the most recent.

Date (Month & Year) Start Date   End Date		Name & Address of Employer	Salary	Position	Reason for Leaving

Which of these jobs did you like the best? Why? \_\_\_\_\_

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Which of these jobs did you like the least? Why? \_\_\_\_\_

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## PERSONAL REFERENCES

Give 2 names that is NOT related to you and you have known for at least a year.

Name	Address	Phone Number	Years Acquainted

## WORK REFERENCES

Give 2 names that you have work experience with that is NOT related to you.

Name	Address	Phone Number

Applicant's Name: \_\_\_\_\_

In case of an emergency notify \_\_\_\_\_

Name

Address

Phone Number

"I certify that all the information submitted by me on this application is true and complete, and I understand at any false information, omissions, or misrepresentations that are discovered, my application may be rejected and employed and/or my employment may be terminated at any time. In consideration of my employment, I agree to comply to the company's rules and regulations and I agree the employment and compensation can be terminated with or without cause, and with or without notice, at any time at the Utility's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without a notice, at any time by the Utility. Double Springs Utility District is a "at will" Employer.

Date \_\_\_\_\_ Signature \_\_\_\_\_



**DO NOT WRITE BELOW THIS LINE**

Interview by: \_\_\_\_\_ Date of interview: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Abilities: \_\_\_\_\_

\_\_\_\_\_

Arrived on time [ ] YES [ ] NO Hired [ ] YES [ ] NO Position Given: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date \_\_\_\_\_

Salary/Wage \_\_\_\_\_

Social Security \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_\_\_