



KITTERY WATER DISTRICT

(An Equal Opportunity Employer)

Application for Employment

PERSONAL INFORMATION

Name _____ Home Phone _____

Address _____ City _____ State _____ Zip _____

Email Address _____

Cell Phone _____ Are you 18 years or older? () YES () NO

Citizen of the United States: () YES () NO

If no, are you lawfully authorized to work in the United States? _____

Are you fully vaccinated against Covid-19? () YES () NO

Do you have a valid Commercial Driver's License (CDL)? _____ If yes what class: _____

Do you have a valid driver's license? _____ State: _____ License number : _____

Has your license ever been revoked? () YES () NO

May we contact Motor Vehicles Division to obtain your driving record? () YES () NO

Federal regulations CRF 49 Part 40.25 requires we ask the following:

Have you ever tested positive for a pre-employment drug or alcohol testing and not seen a substance abuse professional? () YES () NO

Do you have any backhoe experience? If Yes explain _____

Do you have any experience installing water pipe / services? If Yes explain _____

Do you have any construction experience or machinery operation experience you feel would benefit our company? If Yes explain _____

If applying for work that requires clerical functions:

Are you keyboard proficient? () YES () NO Words per minute _____

Do you have training and/or experience in Microsoft Office software:

() Word () Excel () Powerpoint () Access () Other _____

POSITION APPLYING FOR: _____

Are you employed now: _____ If yes may we contact your present employer: _____

Have you ever applied to this company before: _____ If so when: _____

| <u>EDUCATION</u> | Name & Location of School | # Years Attended | Did You Graduate | DATE |
|-------------------|---------------------------|------------------|------------------|------|
| Elementary School | | | | |
| High School | | | | |
| College | | | | |
| Trade School | | | | |
| Other | | | | |

Subjects of Special Study or Other Relevant Experience: _____

EMPLOYMENT HISTORY (List most recent employer first)

(1) Dates Employed: From _____ to _____

Name of Company: _____ Salary: _____

Address: _____ Telephone: () _____

Position Held: _____ Supervisor: _____

Duties Performed: _____

Reason for Termination: _____

(2) Dates Employed: From _____ to _____

Name of Company: _____ Salary: _____

Address: _____ Telephone: () _____

Position Held: _____ Supervisor: _____

Duties Performed: _____

Reason for Termination: _____

(3) Dates Employed: From _____ to _____

Name of Company: _____ Salary: _____

Address: _____ Telephone: () _____

Position Held: _____ Supervisor: _____

Duties Performed: _____

Reason for Termination: _____

REFERENCES

Please give the names of three (3) persons Not Related To You, whom you have known at least one (1) year, including 2 supervisors from prior employers.

| <u>NAME</u> | <u>ADDRESS</u> | <u>TELEPHONE</u> | <u>HOW AQUAINTED</u> | <u>YEARS AQUAINTED</u> |
|-------------|----------------|------------------|--------------------------|----------------------------|
| | _____ | | | |
| | _____ | | | |
| | _____ | | | |

PHYSICAL RECORD

Do you have the full physical, mental, emotional and medical ability to do the job for which you have applied, with or without a reasonable accommodation? () YES () NO

Please describe in detail how you will do the job for which you have applied, with or without a reasonable accommodation: _____

In case of an emergency, who should we contact:

NAME: _____ **ADDRESS:** _____ **TELE.:** _____

Relationship: _____

Will you consent to: A Drug Test () YES () NO A Physical Examination () YES () NO

“ I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I also authorize that a background check be performed and released to the Kittery Water District Human Resource Department.”

This application does not constitute or imply an employment contract, nor does its completion qualify me for employment consideration. Employees are hired for an indefinite period and are employees-at-will.

NAME: _____ **DATE:** _____

SIGNATURE: _____

(Please feel free to attach your resume)

(rev. 11/21)