

# HAWLEY WATER SUPPLY CORPORATION

## EMPLOYMENT APPLICATION

*An Equal Opportunity Employer*

POSITION: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

**Instructions:** Please read the instructions before completing the application. A resume may be attached, but you must complete all spaces on the application to be considered for employment. All information submitted is subject to verification. A false or misleading statement may result in your disqualification. You must be 18 years or older to apply. If you need accommodation to complete this application, please contact Hawley Water Supply Corporation. Please clearly print all answers.

### PERSONAL DATA

NAME: \_\_\_\_\_  
*Last First Middle SOCIAL SECURITY NUMBER*

Current Address: \_\_\_\_\_  
*Number & Street City State Zip*

List any other names used if different from name given on application: \_\_\_\_\_

Phone: Home (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

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

DRIVER'S LICENSE NUMBER: State: \_\_\_\_\_ Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### EDUCATION & TRAINING

Circle Highest Grade Level Completed      1 2 3 4 5 6 7 8 9 10 11 12      High School Diploma or G.E.D.: Yes No

Type of School	Name & Location of School	Sem./ Clock Hours Completed	Graduated	Expected Graduated Date	Type of Diploma or Degree	Major/ Minor Field of Study
			Yes or No			
High School						
Colleges or Universities						
Technical Schools						

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

SPECIAL SKILLS/ QUALIFICATIONS: List special skills or qualifications (not listed above) you possess which you believe further qualify you for the position for which you are an applicant

---

---

---

## GENERAL INFORMATION

**DISMISSALS AND/OR FORCED RESIGNATIONS:** Have you ever been fired or forced to resign from any position?  
(Check one)  Yes  No If Yes, please explain below. (use additional sheet if necessary)

---

---

---

Have you ever been convicted of a **MISDEMEANOR** or **FELONY** and/or placed on probation, fined or given a suspended sentence such as deferred adjudication in court? List all cases other than minor traffic violations. PLEASE NOTE: A full disclosure by you is your advantage as your record does not constitute an automatic bar to employment. Factors as, but limited to, age at time of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and job for which you apply will be taken into account. **HOWEVER, FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION OF YOUR APPLICATION FOR ONE YEAR.**

(Check One)  Yes  No If Yes, please provide the following:

Date: \_\_\_/\_\_\_/\_\_\_ Charge: \_\_\_\_\_ City/State: \_\_\_\_\_

Disposition: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Charge: \_\_\_\_\_ City/State: \_\_\_\_\_

(If you need additional space, please attach a sheet listing information in the same format. Include your printed name and signature.)

**Have you ever been employed by Hawley WSC? (Check One):**  Yes  No If Yes, please indicate:

Title of Position: \_\_\_\_\_ Department: \_\_\_\_\_

Dates Of Employment: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Reason for Leaving: \_\_\_\_\_

**Are you related to any person employed by Hawley WSC? (Check one):**  Yes  No If Yes, Please indicate:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

# EMPLOYMENT HISTORY

List most recent and/or current employment status first

Employer: _____	<b>Start Date</b>	<b>End Date</b>
Address/ City/ State: _____		
Phone: ( _____ ) _____ Job Title: _____	<b>Starting Salary</b>	<b>Ending Salary</b>
Supervisor: _____ Title: _____		
Reason for Leaving: _____		
<b>Briefly Describe the Nature and Duties of Your Position</b>		

Employer: _____	<b>Start Date</b>	<b>End Date</b>
Address/ City/ State: _____		
Phone: ( _____ ) _____ Job Title: _____	<b>Starting Salary</b>	<b>Ending Salary</b>
Supervisor: _____ Title: _____		
Reason for Leaving: _____		
<b>Briefly Describe the Nature and Duties of Your Position</b>		

Employer: _____	<b>Start Date</b>	<b>End Date</b>
Address/ City/ State: _____		
Phone: ( _____ ) _____ Job Title: _____	<b>Starting Salary</b>	<b>Ending Salary</b>
Supervisor: _____ Title: _____		
Reason for Leaving: _____		
<b>Briefly Describe the Nature and Duties of Your Position</b>		

Employer: _____	<b>Start Date</b>	<b>End Date</b>
Address/ City/ State: _____		
Phone: (_____) _____ Job Title: _____	<b>Starting Salary</b>	<b>Ending Salary</b>
Supervisor: _____ Title: _____		
Reason for Leaving: _____		
<b>Briefly Describe the Nature and Duties of Your Position</b>		

Employer: _____	<b>Start Date</b>	<b>End Date</b>
Address/ City/ State: _____		
Phone: (_____) _____ Job Title: _____	<b>Starting Salary</b>	<b>Ending Salary</b>
Supervisor: _____ Title: _____		
Reason for Leaving: _____		
<b>Briefly Describe the Nature and Duties of Your Position</b>		

Employer: _____	<b>Start Date</b>	<b>End Date</b>
Address/ City/ State: _____		
Phone: (_____) _____ Job Title: _____	<b>Starting Salary</b>	<b>Ending Salary</b>
Supervisor: _____ Title: _____		
Reason for Leaving: _____		
<b>Briefly Describe the Nature and Duties of Your Position</b>		

Explanation of any periods of unemployment between jobs:

---

---

---

---

---

---

## ACKNOWLEDGEMENT

I, the undersigned, certify that I have read and fully understand this form in its entirety and that the information provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading, or erroneous, it may result in rejection of my application or discharge from Hawley Water Supply Corporation. In submitting this application, I authorize Hawley Water Supply Corporation to verify all data needed to support this application and to obtain references from my present and past employers. I further understand that this application becomes the property of Hawley Water Supply Corporation and will not be returned.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.

I also understand that I will have the right to terminate my employment with Hawley Water Supply Corporation at any time without notice and for any reason. I understand that Hawley Water Supply Corporation has the same right to terminate my employment at any time without notice and for any reason. If required for the position, I also understand that as a condition of employment I will be subject to one or more of the following: driving record check, criminal history investigation, medical examination and/or a pre-employment drug-alcohol screening test. An employment offer received from Hawley Water Supply Corporation is contingent upon information received.

---

Signature of Applicant

---

Date Signed

For Corporation Use Only	
Date Received:	
1st Interview Date:	
2nd Interview Date:	
If needed, 3rd interview Date:	
Start Date:	

**This page is intentionally left blank for Corporation use only**