

ERIE WATER WORKS
APPLICATION FOR EMPLOYMENT

If employed, this completed application will become part of your permanent record.

Erie Water Works ("EWW") is an Equal Opportunity Employer. The Erie Water Works reviews all applications, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, genetic information, marital or veteran status, or any other legally protected status.

Any offer of employment is conditioned upon the results of a post-offer medical examination, which includes a drug and alcohol screen, and a criminal background check.

PERSONAL (Please Print)

Name _____ Date _____
(Last) (First) (Middle)

Address _____ Phone () _____
(Number and Street) (City) (State) (Zip Code)

Please provide any other name(s) you may have been known as by a previous employer, school, or reference.

Social Security No. ____ / ____ / ____ Drivers License No. _____ State ____ CDL Yes ____ No ____

Are you at least 18 years of age? Yes ____ No ____ **If no**, list date of birth _____

Are you legally eligible for employment in this country? Yes ____ No ____ (Proof of U.S. Citizenship or immigration status will be required upon employment.)

List any relatives or friends employed by EWW: _____

JOB INTEREST

Position Applied For _____

Other positions for which you may be qualified _____

Are you now employed? Yes ____ No ____
(If yes, give name, address and phone number of employer)

EDUCATIONAL RECORD

Name and Address	Circle Grades Completed	Did you graduate?
Elementary School _____	1 2 3 4 5 6 7 8 _____	_____
High School _____	9 10 11 12 _____	_____
College or University _____	1 2 3 4 Major Field _____	Degree _____
Apprentice, Vocational, Business, or Graduate School? _____		

List any Licenses/Certificates _____

MILITARY

Have you ever served in the Armed Forces of the United States? Yes ____ No ____ If yes, state: Branch _____

Date Entered _____ Date Discharged _____ Rank or Rate _____

Service schools or special experience _____

REFERENCES: Give three references. Do not use relatives, clergy or former employers. List persons whom you have known for at least five years.

Name	Address	Phone	Occupation	Years Known

EMPLOYMENT HISTORY: Starting with your present and most recent employer, account for ALL periods of time, including unemployment and service with the Armed Forces. (Use additional sheet if required.)

Dates	Employer's Name, Address, & Phone Number	1. Job Title 2. Department 3. Name of Supervisor	Describe Major Job Duties and Responsibilities	Wages	Reason for Leaving
From		1.		Starting	
		2.		\$ ____ per ____	
To		3.		Final	
				\$ ____ per ____	
From		1.		Starting	
		2.		\$ ____ per ____	
To		3.		Final	
				\$ ____ per ____	
From		1.		Starting	
		2.		\$ ____ per ____	
To		3.		Final	
				\$ ____ per ____	
From		1.		Starting	
		2.		\$ ____ per ____	
To		3.		Final	
				\$ ____ per ____	
From		1.		Starting	
		2.		\$ ____ per ____	
To		3.		Final	
				\$ ____ per ____	

May we contact your present employer? Yes ____ No ____ (Once a job offer is accepted, we reserve the right to contact your most recent employer.)

Have you ever filed an application with the Erie Water Works? Yes ____ No ____ If yes, give date _____

Have you previously been interviewed by the EWW? Yes ____ No ____ If yes, give date _____

Have you ever worked for the EWW? Yes ____ No ____ If yes, give date _____

On what date would you be available for work? _____

Referral Source: Advertisement ____ Friend ____ Walk-In ____ Employment Agency ____ Other _____

I, (Print Name) _____ certify that the answers and information provided in this Application for Employment are true and correct and without any consequential omissions of any kind. I understand that any material omissions, false or misleading statements, or answers in this application, or in any interview, may be considered sufficient cause for the rejection of this application or for termination of employment, if such false or misleading statement or answer is discovered subsequent to my employment. I understand that it is my obligation to notify the Erie Water Works ("EWW") of any change in the information contained in this application during the time it is being considered.

Initials _____

I authorize the investigation of all statements contained in this Application (and accompanying resume, if any). I also authorize the EWW to contact my present employer (unless otherwise noted on the Application), past employers and listed references.

Initials _____

I authorize the companies, schools or persons named in this application (or in the accompanying resume, if any) to give information regarding my employment, character and qualifications, together with any information they may have regarding me, whether or not it is in the records. I hereby release said companies, schools and/or persons from all liability and hold them harmless for issuing this information.

Initials _____

I understand that if I am offered employment with the EWW, that I will be required to submit to a drug/alcohol screen and a medical examination. If I fail the drug/alcohol screen, the offer of employment will be withdrawn. Further, if the post-offer medical examination shows that I cannot perform the essential job functions of the position for which I am hired (with or without reasonable accommodation) or that my employment will present a significant risk to the health and safety of myself or others, then the offer or employment will be withdrawn. I also understand that the EWW intends to conduct a criminal background check that will be tailored to the requirements of the job for which I am applying, in the event the EWW offers me employment.

Initials _____

If I am employed, I agree to comply with all EWW policies, safety and health rules, including, without limitation, the wearing of any protective clothing, equipment, or monitoring devices required by the EWW. I understand that my failure to abide by EWW policies, safety and/or health rules will result in disciplinary action, up to and including termination.

Initials _____

I understand that, if employed, I may not hold other employment, or engage in sales, investments, or other activities that creates a conflict of interest with my position with the EWW.

Initials _____

I understand that any employment resulting from this application shall be at the will of the EWW and that there will be no contract of employment (except as provided by any Collective Bargaining Agreement) between myself and the Water Authority, either express or implied, regardless of the terms of any benefit plan, employee handbook, or other material supplied to me as a result of, or in conjunction with my employment with the EWW.

Initials _____

No representation made by the EWW and/or its supervisors, whether orally or in writing, constitutes a contract of employment (except as provided by any Collective Bargaining Agreement) nor implies any promise or limitation regarding specific policies, rules, benefits, etc., nor limits the EWW's right to discharge me at will and without notice or liability to me for salary or wages, except such as may have been earned up to the date of termination of service.

Initials _____

This application for employment shall be considered active for 45 days, but will be retained for one year.

ERIE WATER WORKS

340 West Bayfront Parkway

Erie, PA 16507

(814) 870-8000

INTERVIEWER'S COMMENTS

Interviewed by _____ *Date* _____

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Interviewed by _____ *Date* _____