



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer - It is our policy to comply fully with all federal, state and local equal opportunity laws. This organization provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, disability, marital status, sexual orientation or any other classification protected by law.

Date of Application: _____

Name: _____

Address: _____

Phone: _____

Fax: (if available) _____

E-Mail: _____

JOB DESIRED (vacant positions only, general applications not accepted) _____

If offered a job, how soon could you start? _____

EDUCATION AND TRAINING - List education, beginning with high school. Use the "comments" column to discuss major areas of study, special programs, etc.)

<u>School Name</u>	<u>City, State</u>	<u>Degree</u>	<u>Comments</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe other training, such as seminars and apprenticeships:

Special licenses, certification, etc. _____

EMPLOYMENT HISTORY (Start with most recent. Include volunteer work or time unemployed)

Present Company Name City/State Contact Person (optional) Phone (optional)

Job _____ Start (mo/yr) _____ / _____

Description of Duties: _____

Reason for Leaving: _____

Company Name City/State Contact Person (optional) Phone (optional)

Job _____ Start (mo/yr) _____ / _____

Description of Duties: _____

Reason for Leaving: _____

Company Name _____ City/State _____ Contact Person (optional) _____ Phone (optional) _____

Job _____ Start (mo/yr) _____ / _____

Description of Duties: _____

Reason for Leaving: _____

Company Name _____ City/State _____ Contact Person (optional) _____ Phone (optional) _____

Job _____ Start (mo/yr) _____ / _____

Description of Duties: _____

Reason for Leaving: _____

Certificates and Agreements:

With my signature, I certify that:

- * all of the information I have given on this form and on any attachments that I have provided is true and correct;
- * I acknowledge that any offer of employment I receive will be conditioned upon my successful completion of testing for illegal drugs. If such testing indicates that illegal drugs are present in my body, the Rock River Water Reclamation District (District) will not offer me the job for which I have applied and I will be barred from making further applications for District employment for a period of one year directly following the date on which testing indicated the presence of illegal drugs;
- * I have read and understood the attached Job Description and Supplement. I can perform all of the essential functions, use the necessary tools and equipment and work under the conditions indicated on the attached Job Description and Supplement, either with or without a reasonable accommodation;
- * in conformity with Federal law, if the District offers me a position, I will submit proof that I am a U.S. citizen or that I have a visa which permits me to work in the U.S., no more than three working days after I start.
- * I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment may be terminated by the organization at any time for any reason. Any changes to this at-will employment agreement will not be valid unless in writing and signed by me and a duly-authorized representative of this employing organization.

By: _____ Date: _____

Authorization To Seek and Obtain References Regarding My Employment

I hereby authorize the District to contact and seek references from my previous employer(s). [Insert your initials here if the District may likewise contact your current employer: _____] I hold:

- * the District, its trustees, officials, employees, agents, and their heirs
- * the employers I have authorized the District to contact, their officers, officials, employees, agents and their heirs harmless for any and all liability to which they might possibly be exposed because of discussion of my past employment or any information that is released regarding such employment, provided such information is true to the best of their knowledge at the time of the District's inquiry.

By: _____ Date: _____