

# WEB WATER DEVELOPMENT ASSOCIATION, INC. EMPLOYMENT APPLICATION

Please complete (print or type) and sign.

Date of Application \_\_\_\_\_

Name \_\_\_\_\_

First

Middle

Last

Address \_\_\_\_\_

Street/PO Box #

City

State

Zip

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

Other Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Position Applied For \_\_\_\_\_

Are you available for temporary work?       Yes       No

**TRAINING AND EDUCATION:** (List schools, degrees earned, and training/education specific to this position.)

Name of School	Courses Taken Degree	Date Enrolled	Date Ended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Circle highest school grade completed: 8 9 10 11 12 13 14 15 16 17 18 19 20

**OCCUPATIONAL LICENSES:** \_\_\_\_\_

**DRIVERS LICENSE NUMBER:** \_\_\_\_\_ **ISSUING STATE:** \_\_\_\_\_

Do you currently hold a commercial drivers license? \_\_\_\_\_

**SPECIALIZED SKILLS:** (Please include equipment, machinery, foreign languages, Computer experience, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

List the last three jobs held starting with your present or last job. Include military service assignments and volunteer activities. Please complete this section even if you attach a resume with a full work history.

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Employer's Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Current Salary/Hourly Rate \_\_\_\_\_

IF CURRENTLY EMPLOYED, MAY WE CONTACT YOUR EMPLOYER? Yes\_\_\_\_ No\_\_\_\_

If no, please explain \_\_\_\_\_

Describe your job responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Employer's Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Current Salary/Hourly Rate \_\_\_\_\_

Describe your job responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Employer's Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Current Salary/Hourly Rate \_\_\_\_\_

Describe your job responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Please continue on a separate sheet of paper if you need additional space.

**REFERENCES:** Give the name, address and phone number of at least four (4) work related references:

	Name/Address	Phone Numbers
1.	_____	_____
	_____	_____
2.	_____	_____
	_____	_____
3.	_____	_____
	_____	_____
4.	_____	_____
	_____	_____

**BACKGROUND:**

Do any of your relatives work here?  Yes  No  
If yes, list name and relationship. (This response is considered only for placement purposes. WEB does not place relatives in positions, which create subordinate/supervisory relationships.)

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Have you ever been convicted of a felony?  Yes  No

If yes, what \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_  
(A felony conviction does not necessarily mean you will not be hired.)

Have you ever been dismissed or forced to resign from a job?  Yes  No  
If yes, please explain. \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

Have you received a motor vehicle violation or been involved in an accident within the last 3 years?  
 Yes  No

If yes, list all violations/accidents and dates. \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT’S STATEMENT:**

All the information included in this application or supplied by me during the application process is true and complete. I understand that any false or misleading statement or omission of fact in this application or during the application process will disqualify me from further consideration for employment or will result in termination of my employment.

If I am hired, I agree to conform to the rules and regulations of the company. If hired, I am able to present documents proving my identity and eligibility to work as required by federal law.

I understand that, as part of the company’s employment procedures, I may be required to undergo pre-employment drug testing carried out by a technician designated by the company. I consent to undergo any required drug testing. Finally, I understand that any offer of employment I might receive from the company may be made contingent upon, among other things, satisfactory completion of a post-offer medical examination and a determination by the company that I am capable of performing the essential functions of the position that has been offered, with or without reasonable accommodation. I authorize WEB to check my credit history because this position may involve handling money.

I authorize investigation of all statements contained in this application. I hereby release and agree to indemnify and defend WEB, its employees, officers, agents and representatives, from all liability, claims or damage resulting from this investigation.

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Signature of Applicant

Date



**RETURN TO:  
WEB Water Development Association, Inc  
PO Box 51  
38456 W Hwy 12  
Aberdeen, South Dakota 57402-0051**