

EDUCATION

Graduated?
 Yes No

High School

Name: _____
 Address: _____

Vocational School

Yes No

Name: _____
 Address: _____
 Major (s): _____
 Degree: _____

Undergraduate School

Yes No

Name: _____
 Address: _____
 Major (s): _____
 Degree: _____

Graduate School

Yes No

Name: _____
 Address: _____
 Major (s): _____
 Degree: _____

Additional education and/or vocational, technical, or military training relevant to the position:

SPECIAL SKILLS

Check the column that you feel best describes your knowledge:

	Beginner Level	Intermediate Level	Advanced Level
Knowledge of Personal Computers			
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Knowledge of Graphics			
Automated Accounting System Knowledge			
Bookkeeping Knowledge			

Office machines you operate: _____

List any machinery or heavy equipment that you have operated efficiently:

Special qualifications and skills

LICENSES

Do you have a valid driver's license (Class D Auto)? Yes No If yes, enter expiration date: _____

Do you have a valid CDL license? Yes No If yes, enter class and expiration date: _____

What other valid licenses or certifications do you possess (job related)?

PRESENT AND PRIOR EMPLOYMENT (please do not write "see resume")

MOST RECENT EMPLOYMENT

EMPLOYER

Name: _____

May we contact this employer for references?

Yes No

Street Address: _____

Name: _____

City: _____

Telephone: _____

State: _____ Zip: _____

Position: _____

Supervisor: _____

POSITION:

Title: _____

Employment dates: _____ From: _____ (mm/dd/yyyy) To: _____ (mm/dd/yyyy)

Description of Primary Duties:

Reasons for leaving:

PREVIOUS EMPLOYMENT

EMPLOYER

Name: _____

May we contact this employer for references?

Yes No

Street Address: _____

Name: _____

City: _____

Telephone: _____

State: _____ Zip: _____

Position: _____

Supervisor: _____

POSITION

Title: _____

Employment dates: _____ From: _____ (mm/dd/yyyy) To: _____ (mm/dd/yyyy)

Description of Primary Duties:

Reasons for leaving:

EMPLOYER

Name: _____
Street Address: _____
City: _____
State: _____ Zip: _____
Supervisor: _____

May we contact this employer for references?

Yes No

Name: _____
Telephone: _____
Position: _____

POSITION

Title: _____
Employment dates: _____ From: _____ (mm/dd/yyyy) To: _____ (mm/dd/yyyy)
Description of Primary Duties:

Reasons for leaving:

EMPLOYER

Name: _____
Street Address: _____
City: _____
State: _____ Zip: _____
Supervisor: _____

May we contact this employer for references?

Yes No

Name: _____
Telephone: _____
Position: _____

POSITION

Title: _____
Employment dates: _____ From: _____ (mm/dd/yyyy) To: _____ (mm/dd/yyyy)
Description of Primary Duties:

Reasons for leaving:

EMPLOYER

Name: _____

Street Address: _____

City: _____

State: _____ Zip: _____

Supervisor: _____

May we contact this employer for references?

Yes No

Name: _____

Telephone: _____

Position: _____

POSITION

Title: _____

Employment dates: _____ From: _____ (mm/dd/yyyy) To: _____ (mm/dd/yyyy)

Description of Primary Duties:

Reasons for leaving:

OTHER INFORMATION

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? Yes No

APPLICANT’S CERTIFICATION

I understand that all statements made in this application are true and complete under pains and penalties of perjury. I authorize the Wareham Water to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions, and law enforcement agencies. I release all persons, employers, references, academic institutions, and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications, or criminal record. I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application, revoking of an offer or for my immediate dismissal should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens and that the Wareham Water has an obligation to make sure all employees, regardless of citizenship or national origin, are allowed to work in the United States. All persons hired must submit satisfactory proof of citizenship, permanent resident status or employment authorization and that failure to submit proof will result in denial of employment. I understand that Wareham Water follows an “employment at will” policy and nothing in this employment application, in the Wareham Water’s statements of personnel guidelines or in my communication with any Wareham Water employee or official is intended to create an employment contract between Wareham Water and applicant. I understand that the employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full-time positions (except FICA and Workers’ Compensation).

My Signature Certifies That I Have Read And Agree With The Above Statements And All Statements Contained In This Application For Employment.

Applicant Name (Please Print)

Applicant Signature

Date