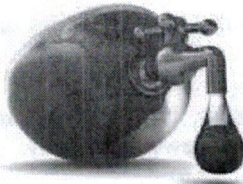


Crescent Heights Water Co-Op
9430 St. Hwy 31 W.
Athens, TX 75751
903-677-3946



Application for Employment

NAME _____

DATE ISSUED _____

COMPLETE AND RETURN BY _____

Crescent Heights Water Co-Op
Application for Employment

These instructions are provided as a guide to assist you in properly completing your Application for Employment. **It is essential that the information is accurate in all respects so please read all instructions carefully before proceeding.** The Application for Employment will be used as a basis for a background investigation that will determine your eligibility for becoming an employee with Crescent Heights Water Co-Op.

1. Your application must be printed legibly in **BLACK INK** by the applicant only – not typewritten. Answer all questions truthfully and accurately.
2. If a question is not applicable to you, enter **N/A** in the space provided.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is accurate and in proper sequence before you begin.
4. You are responsible for obtaining correct and full addresses. If you are not sure of an address, personally verify before making that entry on this history statement. Errors will not be viewed favorably. **ALL ADDRESSES MUST BE COMPLETE WITH ZIP CODES.**
5. If you need additional space for your answers, attach an additional sheet or sheets as needed. Be sure to indicate what question number and page this refers to.
6. An accurate and complete form will help expedite your investigation. **Omissions or falsifications** will result in **disqualification.**
7. You are responsible for furnishing any changes and/or updating your application as needed, such as address changes or telephone changes in writing.
8. Any candidate submitting an incomplete application **WILL NOT BE CONSIDERED FOR EMPLOYMENT.** Your application **will be evaluated on completeness and neatness.**
9. **All documents requested must be submitted with the application** (photocopies are acceptable in most cases).
 - Copy of your Social Security card.
 - Copy of your birth certificate and copy of your Naturalization papers, if applicable. (No photo copy)
 - Copy of your valid Texas driver license or a copy of another State's driver license. Applicant must possess a valid Texas driver license prior to being offered employment.
 - Copy of your High School diploma or GED certificate.
 - **Sealed original certified copy** of your college transcript. (if applicable)
 - Photocopy of your college diploma.
 - Copy of current proof of automobile liability insurance.
 - Copy of your ground water training certifications (if applicable)
 - Copy of your current ground water license (if applicable)

Initial this page to indicate that you have provided complete and accurate information: _____

Applicant Qualification Section

Before you begin to fill out this personal history statement, please ensure that you meet the following requirements. You must meet all four of these requirements to qualify for employment as an employee with Crescent Heights Water Co-Op.

Initial: _____ I am a citizen of the United States of America.

_____ I have earned a high school diploma or a GED.

_____ I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony.

_____ During the last ten (10) years, I have not been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.

DISQUALIFICATION

There are very few automatic basis for rejection. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals "fail" background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

This personal history statement is a governmental document. Be truthful, as there are criminal consequences for lying on a governmental document.

Initial this page to indicate that you have provided complete and accurate information: _____

A. APPLICANT IDENTIFICATION

INFORMATION PROVIDED IN THIS SECTION IS USED FOR IDENTIFICATION PURPOSES ONLY.

Last Name		First	Middle	Maiden
Street Address			Apt. No.	
City			State & Zip Code	
Mailing Address (if different from residence)			State & Zip Code	
Home Telephone No.	Work Telephone No.		Cellular No.	
Date of Birth			Pager No.	
Social Security No.		Drivers License No. & State		

Have you **EVER** been known or gone by any other name (excluding nick-names)? Yes No

If you answer yes, explain: _____

Place of Birth (City, County, State, Country) _____

Are you a U.S. Citizen by Birth? Yes No Are you a Naturalized Citizen? Yes No

Height _____ Weight _____ Eye Color _____ Hair Color _____

Scars, Tattoos (description and location) or other distinguishing marks _____

List **ALL** E-Mail Addresses(s): _____

Do you currently have a Water License? Yes No

If so, Date license received: _____ Type of license received: _____

B. PERSONAL REFERENCES

List five (5) persons who know you well enough to provide current information about you. **Do not list relatives, former or present employers, or supervisors.**

(1) Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____

(2) Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____

(3) Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____

(4) Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____

(5) Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____

Identify below any employees of Crescent Heights Water Co-Op with whom you are acquainted:

Initial this page to indicate that you have provided complete and accurate information: _____

C. EMPLOYMENT HISTORY

Beginning with your present or most recent job, list all employment since the age of eighteen (18). Include full-time, part-time, temporary, seasonal, military assignments, or unpaid internships, plus all periods of unemployment.

If you are currently employed, may we contact your present employer? Yes No

1. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? Yes No

If yes, provide dates and explain: _____

2. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? [] Yes [] No

If yes, provide dates and explain: _____

2. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? Yes No

If yes, provide dates and explain: _____

3. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? Yes No

If yes, provide dates and explain: _____

4. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? Yes No

If yes, provide dates and explain: _____

5. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? [] Yes [] No

If yes, provide dates and explain: _____

D. EDUCATIONAL HISTORY

High School(s) attended	Address	Dates attended From-To	Graduated

Do you have a G.E.D. Certificate? Yes No

Identify **ALL** colleges, universities, or technical schools you have attended:

Name	City & State	Dates attended	Hours completed	Major	Degree & Date

SPECIAL QUALIFICATIONS & SKILLS

Identify any special licenses you hold: _____

If you know a foreign language, indicate your fluency in each block below (excellent, good, fair)

Language	Understanding	Speaking	Reading	Writing

MEMBERSHIP IN ORGANIZATIONS (PAST AND PRESENT)

Name & Address	Type (e.g., social, fraternal, professional)	From	To

Initial this page to indicate that you have provided complete and accurate information: _____

E. PERSONAL DECLARATIONS

Do you consume alcoholic beverages?

Yes

No

If you answer yes, explain: _____

Have you **EVER** been treated for drug or alcohol addiction?

Yes

No

Have you **EVER** used any illegal drug (including a performance-enhancing steroid) not prescribed by a physician?

Yes

No

If you answer yes, explain: _____

Identify any additional information you think should be considered in your application for the position you are seeking, and/or any further explanation of answers to previous questions:

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I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to the above questions. I fully understand that any misrepresentation, omission, or falsification may deem me permanently unsuitable, or if hired, may lead to the termination my employment.

Signature of Applicant

Date

Before me personally appeared _____ who stated this document and its intent was explained to him/her that he/she has full knowledge of its purpose and that he/she executed this instrument of his/her free will and accord.

Sworn to and subscribed before me on this ___ day of _____, _____

SEAL

Signature of Notary

My Commission Expires: _____

Crescent Heights Water Co-Op

9430 St Hwy 31 W. Athens, TX 75751

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

To: _____

I, _____, hereby request and authorize a full disclosure, review and release of all records or photostats of records, concerning myself to the **Crescent Heights Water Co-Op**. I authorize release of records of a public, private or confidential nature.

Authorizations for release includes, but is not limited to records of employment and pre-employment including background investigation information, efficiency reports, complaints and disciplinary actions; education records and transcripts; information regarding my reputation; financial and credit status, including records of loans, debts, bankruptcy, or credit reports; all complaints filed against or by me in any case whether criminal or civil.

I understand that this information will be utilized by the **Crescent Heights Water Co-Op** to determine my qualification and fitness for employment in the position for which I am applying.

I hereby release any person(s) or organization from any liability or damage, which may result from furnishing such information.

A photocopy of this release form shall be valid as an original even though the said copy does not contain an original signature.

Applicant's Signature

Date and Time

Applicant's Address

Date of Birth

