

Crescent Heights Water Supply

P.O. Box 375
Athens, TX 75751

Manager@Crescentheightswater.com

(903) 677-3946

Employment Application: Please print all information requested except the signature

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

How long at current address _____ Phone: _____

Alternate Phone: _____ Email: _____

Date Available: _____ Desired Salary: \$ _____

Driver's License No. _____

Position Applied for: _____

Days/hours available to work: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Have you had any traffic accidents during the past three years? YES NO If yes, when? _____

Have you had any moving violations during the past three years? YES NO If yes, when? _____

Skills

Word Processing: ___ WPM _____
Computer: Microsoft Office: ___ Excel ___ Word ___

Copier/Fax ___

Customer Service: ___
Spanish Speaking: No ___
Some ___ Fluent ___ Read/write ___

Operate heavy equipment:
Backhoe: Yes No Excavator Yes No ___
Front end loader: Yes No ___ Trencher: Yes No ___
Hand tools: Yes No Power tools: Yes No
Heavy lifting: Yes No
Push/pull over 50 pounds: Yes No
Work outdoors with extreme conditions: Yes No

Must be able to Read, Understand, and Follow Instructions and Safety Procedures

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Previous Employment Continued

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Attach a resume or additional previous employment list as necessary.

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatement, falsification, omission of information may be grounds for refusal to hire or, if hired, termination.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

I authorize Crescent Heights Water Supply to perform a background investigation including criminal, driving and credit history.

Signature: _____ Date: _____

Print Name: _____