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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for Employment** | | | | | | | | | | | | We are an Equal Opportunity Employer and is committed to excellence through diversity. | | | Please print or type. The application should be fully completed to be considered. Please complete each section, even if you attach a resume. | |
|  | | | | | | | | | | | | | | | | |
| **Personal Information** | | | | | | | | | | | | | | | | |
| Name | |  | | | | |  | | | | |  | | |  | |
|  | | | | | | | | | | | | | | | | |
| Address | |  | | | | | City | | | | | State | | | Zip | |
|  | | | | | | |  | | | | |  | | |  | |
| Preferred Contact Phone Number | |  | | | | | Email Address | | | | |  | | |  | |
|  | |  | | | | |  | | | | | | | | | |
| Are you a U.S. Citizen? | |  | | | | | Have you ever been convicted of a felony? | | | | | | | | | |
| Yes | No | | | | | | Yes | | No | | | | | |  | |
| If selected for employment, are you willing to submit to a Criminal Background Screening? | | | | | | | | | | | | | | | | |
| Yes | No  NA | | | | | |  | |  | | | | | |  | |
|  | | | | | | | | | | | | | | | | |
| **Position** | | | | | | | | | | | | | | | | |
| Position you are applying for | | | | | | | Available Start Date | | | | |  | | | Desired Pay | |
| ***Utility Program-office assistant*** | | | | | | |  | | | | | | | |  | |
| Employment Desired  ***(Position is currently part time, 20 – 30 hrs per week)*** | |  | | | | |  | | | | |  | | |  | |
|  |  | | ~~Full Time~~ | |  | | | ***Part Time*** | |  | | | ~~Seasonal/Temporary~~ | | |  |
|  | | | | | | | | | | | | | | | | |
| **Education** | | | | | | | | | | | | | | | | |
| School Name | | | | Location | | Years Attended | | | | | Degree Received | | | Major | | |
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| **[** | | | | | | | | | | | | | | | | |
| **Professional / Personal References** | | | | | | | | | | | | | | | | |
| Name | | | | | | | Title | | | | | Company | | | Phone / Email | |
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| **Employment History** | | | | | | | | | | | | | | | | |
| **Employer (1)** | |  | | | | | Job Title | | | | |  | | | Dates Employed | |
|  | | | | | | |  | | | | | | | |  | |
| Work Phone | |  | | | | | Starting Pay Rate | | | | |  | | | Ending Pay Rate | |
|  | | | | | | |  | | | | | | | |  | |
| Address | |  | | | | | City | | | | | State | | | Zip | |
|  | | | | | | |  | | | | |  | | |  | |
| **Employer (2)** | |  | | | | | Job Title | | | | |  | | | Dates Employed | |
|  | | | | | | |  | | | | | | | |  | |
| Work Phone | |  | | | | | Starting Pay Rate | | | | |  | | | Ending Pay Rate | |
|  | | | | | | |  | | | | | | | |  | |
| Address | |  | | | | | City | | | | | State | | | Zip | |
|  | | | | | | |  | | | | |  | | |  | |
| **Employer (3)** | |  | | | | | Job Title | | | | | | | | Dates Employed | |
|  | | | | | | |  | | | | | | | |  | |
| Work Phone | |  | | | | | Starting Pay Rate | | | | |  | | | Ending Pay Rate | |
|  | | | | | | |  | | | | | | | |  | |
| Address | |  | | | | | City | | | | | State | | | Zip | |
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| **Signature Disclaimer** | | | | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | | | | | | | | | | | | | | | | |
| Name (Please Print) | |  | | | | | Signature  (You can sign this and return or sign if / when you interview) | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | |
| Date | |  | | | | |
|  | | | | | | |