



Westville Utility Authority



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Westville, OK 74965
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E-mail: westvilleutility@yahoo.com

General Manager:
Zeb Black

Serving our community!

Chairman: Brian Sitsler

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number :() _____

Cell Phone Number: () _____

E-mail Address: _____

Position applying for: _____ Department _____
 ___ Full-time ___ Part-time ___ Temporary

Have you filed an application here before? ___ Yes ___ No
(If yes, give date: _____)

Have you been employed by Westville Utility Authority ___ Yes ___ No
(If yes, give date: _____)

Can you travel if the job requires it? ___ Yes ___ No

EDUCATION RECORD

Did you graduate from high school or receive a GED? ___ Yes ___ No

<i>School Name</i>	<i>Location</i>	<i>Diploma, Degree or Certification</i>	<i>Major Field of Study</i>
<i>High School:</i>			
<i>Business/Technical Vocational</i>			
1.			
2.			
<i>College/University</i>			
1.			
2.			

LICENSES

(Optional, unless required for the position for which you are now applying)

List Driver's License and other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers and expiration dates.

<i>License/Certification Type</i>	<i>State License/Certification #</i>	<i>Expiration Date</i>

SPECIAL SKILLS

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATION

Does the Westville Utility Authority employ a relative or friend of yours?
___ Yes ___ No (If yes, name: _____)

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony or lesser crime, other than minor traffic violations?
___ Yes ___ No

(A conviction or guilty plea will not necessarily disqualify you for this job.)
If yes, list all such offenses and provide data, name of court and disposition.

Have you ever been disciplined in your employment for workplace violence?
___ Yes ___ No
If yes, please explain:

Do you presently use illegal drugs? ___ Yes ___ No

EMPLOYMENT HISTORY

Provide information regarding all paid, military and volunteer work, which may be related to the position for which you are applying. Describe your most recent position first, and then list other relevant positions in order, working down from the most recent. Use additional sheets if necessary.

May we contact all employers listed? ___ Yes ___ No
(Attach a list of any exceptions with an explanation)

Present Employer: _____ Position: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Employed from (Mo. /Yr.) _____ To (Mo. /Yr.) _____ Supervisor's Name: _____ Telephone Number: () _____ Related Duties: _____ _____ _____ Reason for Leaving: _____ _____ _____
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Employer: _____ Position: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Employed from (Mo./Yr.): _____ To (Mo. /Yr.) _____

Supervisor's Name: _____
Telephone Number: () _____
Related Duties:

Reason for Leaving: _____

Employer: _____ Position: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Employed from (Mo./Yr.): _____ To (Mo. /Yr.) _____
Supervisor's Name: _____
Telephone Number: () _____
Related Duties:

Reason for leaving: _____

Please indicate below any other information that would be helpful in determining your qualifications for this position. You may indicate significant accomplishments, previous career highlights, or any other information that is not included in this application.

ACKNOWLEDGEMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements.

_____ Following an offer of employment, you will be required to submit verification of your legal right to work in the United States.

_____ Employment will be **at-will** unless specifically stated in writing to be otherwise. “**At-will**” means Westville Utility Authority may terminate my employment at any time with no advance notice and for any reason or no reason.

_____ This application is the property of the Westville Utility Authority and will become part of my personnel file should I be hired.

_____ The Westville Utility Authority may have released to them a background check through the department of their choice. Date of Birth _____ SS# _____
I authorize Westville Utility Authority to contact any employer or individual that I have listed or mentioned in job interviews, to obtain from them any relevant information regarding my previous employment, military service, criminal history, or other qualifications for employment and/or continued employment with Westville Utility Authority. I further authorize Westville Utility Authority to contact any institution and/or licensing authority for job-related information regarding education, licenses, and/or certificates, which I may currently hold or may have held in the past.

In exchange for Westville Utility Authority’s consideration of my employment application, and/or my continued employment with Westville Utility Authority, if any, I authorize anyone possessing this information to furnish it to Westville Utility Authority upon request, and I release the individual, company, or institution from all claims, liability, and damages whatsoever in furnishing, obtaining, or using said information including, but not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

I understand that I am required to abide by all rules and regulations of Westville Utility Authority. In the event of employment, I agree to maintain strictest confidentiality on all financial, personnel, and other information that I have access to. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. Any breach of these rules is grounds for immediate termination. I further understand this consent will apply during my employment with Westville Utility Authority, should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant

Date