

**UTILITIES BOARD OF THE CITY OF TRUSSVILLE ("Trussville Utilities")
APPLICATION FOR EMPLOYMENT**

EQUAL OPPORTUNITY STATEMENT : Trussville Utilities provides equal opportunity to all qualified persons, without regard to race, color, religion, age, sex, national origin, marital, veterans, disability, or other legally protected status.

Answer all questions. Do not respond with "See Resume." Applications remain in effect for a period of 60 days. Any candidate wishing to be considered for employment beyond this time must reapply in writing. (Please print)

PERSONAL DATA				
Name:	_____	_____	_____	_____
	[Last Name]	[First Name]	[Middle Initial]	
Address:	_____	_____	_____	_____
	[Street]	[City]	[State]	[Zip]
Telephone: home:	_____	work:	_____	cell: _____
e-mail :	_____	Social Security Number:	_____	_____

TYPE OF WORK DESIRED
Position Applied For : _____
Identify your long-range goals and the work environment for which you are looking: _____

Explain what benefits Trussville Utilities will receive in the event you are hired: _____

Acceptable Beginning Salary \$ _____ Per _____

GENERAL INFORMATION:	
Are you available to work Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary <input type="checkbox"/> Hours Available _____	
On what date would you be available for work: _____	
Can you furnish proof of your legal right to work in the United States? (Proof of citizenship or immigration status will be required upon employment)	yes __ no __
Are you under 18 years of age? If so, can you provide required proof of your eligibility to work?	yes __ no __
Are you currently employed?	yes __ no __
Are you now, or do you anticipate being, related by blood or marriage to anyone employed by Trussville Utilities? If yes, please state the name and relationship of the relative employed by Trussville Utilities _____	yes __ no __
Have you ever been employed with Trussville Utilities? If yes, please state when and reason for leaving From _____ to _____ Reason _____	yes __ no __

Have you ever been convicted of, pled guilty to, received probation or been placed on any form of diversion program for any offense (misdemeanors or felonies)? If yes, describe fully, including dates, criminal offenses, location (city and state), court, and disposition. <i>Conviction will not necessarily disqualify an applicant from employment.</i> _____ _____ _____	yes __ no __
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Have you had in the past or are there any criminal proceedings presently pending against you? If yes, describe fully, including dates, criminal offenses, reasons, location (city and state), court, and status of the case.: A: Criminal Charge: _____ _____ B: Driving Under Influence : _____ _____ C: Moving Traffic Offenses: _____ _____ D: License Suspended or Revoked: _____ _____	yes __ no __
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Do you presently possess a valid driver's license. If yes, list : State _____ License Number _____ CDL Class _____	yes __ no __
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SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special job related skills and qualifications acquired from employment or other experience. If applicable, please list typing speed and software packages that you have used. _____

HONORS AND ACTIVITIES

List all honors and activities pertinent to your school or professional career. You may omit those that indicate race, color, religion, age, sex, national origin, marital status, disability, or veteran status: _____

EMPLOYMENT DATA

Begin with present or most recent position. In listing dates, give month and year. *If presently employed, may we contact your current employer?* yes __ no __

Employer: _____ Employed: From _____ to _____ Street Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> [Street] [City] [State] [Zip] </div> Telephone Number _____ Fax Number _____ Supervisor _____ Salary : Start _____ End _____ Reason for leaving: _____ Work performed: _____

Employer: _____ Employed: From _____ to _____
 Street Address: _____
[Street] [City] [State] [Zip]
 Telephone Number _____ Fax Number _____ Supervisor _____
 Salary: Start _____ End _____
 Reason for leaving: _____
 Work performed: _____

Employer: _____ Employed: From _____ to _____
 Street Address: _____
[Street] [City] [State] [Zip]
 Telephone Number _____ Fax Number _____ Supervisor _____
 Salary: Start _____ End _____
 Reason for leaving: _____
 Work performed: _____

Employer: _____ Employed: From _____ to _____
 Street Address: _____
[Street] [City] [State] [Zip]
 Telephone Number _____ Fax Number _____ Supervisor _____
 Salary: Start _____ End _____
 Reason for leaving: _____
 Work performed: _____

NOTE: If there is a break between jobs, please explain: _____

EDUCATIONAL DATA

School Name	High School				Undergraduate College/University				Graduate/ Professional				Other *			
	9	10	11	12	1	2	3	4	1	2	3	4	1	3	3	4
School Name																
School Location																
Years completed																
Diploma/Degree																
Major/Minor																
Grade Point Average																
Describe any academic honors you have received																
Specialized training, coop apprenticeship, and skills																

* List Other Education _____

CERTIFICATION AND AGREEMENT

As an applicant for employment with Trussville Utilities,

I certify that all information given on this application and accompanying documentation is true and correct.

I understand that any misrepresentation or falsification of information or material omission will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.

If my application for employment is accepted, the effective date of my employment shall be the time I actually begin to work. If I am employed, I agree to comply with and be bound by Trussville Utilities' policies, practices, safety and health rules.

I understand that my employment may be contingent upon the results of a pre-employment physical and drug test. Results of said physical examination may be grounds for disqualifying me or terminating my employment if I am not able to perform the essential functions of the job I am offered, with or without accommodations.

I understand that, if employed, my employment is not guaranteed for any term and I may be terminated by the Company or by myself at any time for any reason. No management official is authorized to make any oral assurance or promise of continued employment.

I understand that I may be subject to drug testing.

I understand that computers, electronic messages (e-mail), voice mail, and phone messages are the property of Trussville Utilities, and I have no expectation of privacy concerning internal communication sources. I understand that my use of these means of communication may be monitored by Trussville Utilities.

I understand that possession of contraband (alcohol, illegal drugs, etc.) on the job or company premises will result in immediate discipline up to and including termination of employment.

I hereby give Trussville Utilities the right to make a thorough investigation of my past employment, education, and activities, and release from all liability all persons, schools, companies and other sources supplying such information. I indemnify Trussville Utilities against any liability that might result from making such investigation and acknowledge that the results of such investigation may be grounds for disqualifying me or terminating my employment.

I have read and fully understand the contents of the Certification and Agreement section.

Signature of Applicant : _____ Date: _____

