



Name: _____

Date: _____

Application For Employment

Complete in Own Handwriting

And

Please Print Clearly

Washington Township Water is an Equal Opportunity Employer

Please mail to:

Washington Township Water

1100 E Chambers Pike

Bloomington, IN 47408

Or Email to employment@wtwc.org

Position and Availability

Position Desired:

Can you work @ any time:

Full Time, Part Time or Temporary

Date Available:

Are you currently on "lay-off" status, and subject to recall:

Are you available for call outs, nights and weekends:

Do you have a verifiable High School Diploma or GED:

Personal

Last Name:

First Name:

Middle Initial:

Maiden Name or Other Name(s) used:

Home Address:

Mailing Address:

City:

State:

Zip:

Social Security #:

Drivers License #:

State:

Home Phone #:

Work Phone #:

Cell Phone #:

Are you age 18 or older:

If not, do you have a work permit:

Are you a U.S. citizen, or can you legally work in this country:

Have you ever been convicted of an assault of any degree, any drug related offense, theft, or any felony (including DUI):

If yes, explain:

Are you (or your spouse) involved in any sideline business(es):

If yes, explain:

Health

Have you been provided a list of Essential Functions (page 5) for the position which you are applying for:

If yes, are you able to perform the essential functions of this job:

Employment History

List below present and past employment, beginning with your most recent:

Employer:	Date Employed		Describe Responsibilities:	
	From	To		
Address:				
City:	State:	Zip:		
Telephone Number(s)	Rate of Pay			
	Start	End		
Job Title:				
Supervisor:	Reason for Leaving:			
Employer:	Date Employed			Describe Responsibilities:
	From	To		
Address:				
City:	State:	Zip:		
Telephone Number(s)	Rate of Pay			
	Start	End		
Job Title:				
Supervisor:	Reason for Leaving:			
Employer:	Date Employed		Describe Responsibilities:	
	From	To		
Address:				
City:	State:	Zip:		
Telephone Number(s)	Rate of Pay			
	Start	End		
Job Title:				
Supervisor:	Reason for Leaving:			

May we contact all employers listed? If no, why not?

Relationships

Do you have any relatives or friends who are affiliated with Washington Township Water (Employees, Board Members, Suppliers). If yes, please explain relationship.

Education					
School:	Name, City, State	Course of Study	No. of Years Completed	Did You Graduate?	Diploma/Degree
High School:					
Business or Trade School:					
College:					
Other:					
Scholastic Average:	High School:	College:		Other:	
Professional Designations/Licenses/Certificates:					

Personal References (Not Employer or Relative)		
Name and Occupation	Address	Daytime Phone #

Military	
Were you in the U.S. Armed Forces?	Branch:
Dates of Service From: To:	Final Rank:
Describe special training you received:	
Type of discharge:	

Emergency Contact		
Name	Home Phone #	Business Phone #

Outside labor, Meter Reader, Assistant Water Operator

Pre-employment questionnaire, duty listing

Please indicated any of the following equipment and/or tools you have experience with and your skill level with them.

Item	Never Used	Little Expe- rience	Some Expe- rience	Proficient Op- erator	Skilled Oper- ator
Backhoe					
Trencher					
Tractor—Loader— Yard box					
Cut-off saws					
Locating Equipment					
Handheld Computers					
Backing a Trailer					
HDPE Fusion Equipment					
Servicing Equipment (grease, oil change, etc.)					
Welding, Cutting (Stick, Mig, Gas)					

Duties you will have, Task you will be expected to perform

- Read and service water meters: This would include the replacement, reprogramming and accurate record keeping of your work.
- Assist in the installation and repair of services, water mains and other infrastructure. Tasks included would be spotting utility lines with a shovel, tapping water mains, fusing pipe. This will include after hour call outs.
- Locate our water mains for others digging in our service area, by means of signal locator or probing when wire is not present.
- Maintain property and premises owned by the Water Company, cut grass, clean shop and booster stations , shovel /clear drives & sidewalks.
- Complete work orders issued by Secretary, these would include customer concerns on high bill or water leak.

Requirement

- Obtain and maintain a unrestricted 2 year DOT medical certificate without exemption
- Pass a background check and drug screening
- Work in a 30" deep meter pit with a 12" opening
- Accurately read and report readings and information
- Work outside year round in all weather conditions
- Ability to work independently

Statement of applicant

I understand and agree that in making application for a position with Washington Township Water that (1) any misrepresentation made by me in this application will be sufficient cause for cancellation of the application or for termination, if I have been employed; (2) I will be governed by all company rules; (3) properly designated company officials may search my person or property, including my personal vehicle, at any time, while on company property, and as a condition of my employment, I waive any and all legal rights I may have to object to or prevent any such search; (4) neither this application, plant rules, employment policies, nor any other communication by a company representative other than the Manager has the authority to create a contract of employment for a specified period of time, and any such agreement must be in writing and signed by the Manager; and (5) if I am hired by Washington Township Water, my employment will be "at will" and can be terminated by either party at any time.

In exchange for the privilege to park my automobile on the property of the Company, I hereby waive and indemnify Washington Township Water against claims against Washington Township Water for damages or loss to said automobile by any cause whatsoever.

I understand and agree that as a condition of employment, I must consent to, submit to, and pass an examination by a physician selected by Washington Township Water, at a time and place designated by Washington Township Water, which examination includes a urine and/or blood screen or other procedures for testing and analysis of the presence of drugs and alcohol. I further understand and agree that it is Washington Township Water's policy not to retain in employment, any person who illegally uses or is under the influence of a controlled substance or alcohol while on duty, and that Washington Township Water may request that I consent to, submit to and pass a drug and or alcohol screen at any time during employment as a condition of continued employment.

I hereby agree to submit to a pre-employment drug screen. I further agree to reimburse Washington Township Water for all related expenses of the drug screen if it is found positive for the presence of a controlled or illegal substance.

I hereby authorize Washington Township Water, or its agents, to verify by whatever means it deems appropriate, the information I have provided in this application for employment, including contacting former employers, educational institutions, the United States military and/or references. I expressly authorize all persons and entities identified in this application to provide Washington Township Water or its agents the information sought in this application, whether beneficial or detrimental, and I expressly release and agree not to hold liable in any manner, Washington Township Water, its agents, or any person or entity providing information, for any communications made and/or actions taken in reliance on information provided in this regard.

In accepting employment with Washington Township Water, I hereby agree that if I terminate said employment of my own free will and accord before completing thirty(30) days of work, the Company may deduct the cost of my pre-employment physical and drug screen from my last pay check.

Subject to applicable law, the Company reserves the right to reject any application for employment without disclosing reasons for the rejection. I hereby certify that this application has been examined by me, and that the statements contained herein are true and correct.

Signature of Applicant

Date