



# EMPLOYMENT APPLICATION

Hopkinsville Water Environment Authority  
 401 East 9<sup>th</sup> Street  
 P.O. Box 628  
 Hopkinsville, KY 42241-0628

AN EQUAL OPPORTUNITY EMPLOYER

HWEA is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Applicant Information					
Full Name:				Date:	
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Address:					
	<i>Street Address</i>			<i>Apartment/Unit #</i>	
City:			State	ZIP Code	
Phone:	Email:				
Cell Phone:	Best time to call				
Date Available:			Desired Salary: \$		
Position Applied for:					
Are you able to perform the essential function of the job with our without reasonable accommodations?					
YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
		YES <input type="checkbox"/>			NO <input type="checkbox"/>
(If employment is offered, you will be required to provide documentation to verify eligibility.)					
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	
Have you ever been bonded?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have a relative (parent, spouse, sibling, etc.) employed by City of Hopkinsville, HES, HWEA, etc?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Name & relationship:	

## Previous Employment

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

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

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

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

Comments on gaps in employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Skills and Qualifications

Summarize any special training, skills, licenses, certifications and/or characteristics that may qualify you for the position.

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## Education

High School

Address

Did you graduate?    YES    NO  
                                         Diploma:

College:

Address

Did you graduate?    YES    NO  
                                         Degree:

Other:

Address

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:** \_\_\_\_\_

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## APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge and authorize HWEA to verify their accuracy, and to obtain reference information on my work performance. I hereby release HWEA and any former employers from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omission of facts called for on this application shall be considered sufficient basis for dismissal.

HWEA is an Equal Opportunity Employer. HWEA does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of HWEA. However, I further understand that neither the policies, rules, regulations of employment nor anything during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and "at will". I further understand that either I or HWEA may terminate any employment at any time with or without notice or cause.

I understand, if offered employment I must successful pass a background check and drug screen prior to employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application is current for 90 days. At the conclusion of this time, if you have not heard from HWEA and still wish to be considered for employment, it will be necessary to fill out a new application.

Upon request, an applicant will be provided with a reasonable accommodation, if necessary to participate in the application process.