

# WHITINSVILLE WATER COMPANY

## Application for Employment

Name: \_\_\_\_\_  
Last First Middle Initial

Present Address: \_\_\_\_\_  
Number and Street City and State Zip Code

Length of time at present address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Area Code Number

Position Desired: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are you under 18 years of age? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Date able to start work: \_\_\_\_\_

How were you referred / how did you find out about us? \_\_\_\_\_

Have you previously worked or applied for a job here? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If "Yes," when? \_\_\_\_\_

Are you able to work all shifts? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If "No," when are you unable to work? \_\_\_\_\_

Are you a U.S. Citizen or authorized to work legally in the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_

### Conviction Information

An applicant with a sealed record of entries on file with the commissioner of probation may answer "no record" to an inquiry about prior convictions of a crime. In addition, any applicant for employment may answer "no record" to an inquiry relative to all cases of delinquency or as a "child-in-need-of services" for which no criminal prosecution resulted.

Have you ever been convicted of a felony? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If "Yes," explain: \_\_\_\_\_

Have you been convicted of a misdemeanor within the past 5 years? (Do not include a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If "Yes," explain: \_\_\_\_\_

# Military Service

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

Training or Type of Work Specialty in the Service: \_\_\_\_\_

\_\_\_\_\_

# Emergencies

In case of emergency, notify:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

# Schools and Training

<u>Dates Attended</u>		<u>Name of School</u>	<u>City and State</u>	<u>Degree &amp; Date</u>
From	To	(High School)		
_____	_____	_____	_____	_____
		(College or Trade Schools)		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		(Other Courses / Schooling)		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Professional or Technical Licenses (for each list state and date):

Please describe any job-related skills or training not listed above:

# Work History

List present or most recent job first. Include all employment. You may include in your work history any work performed on a volunteer basis. If more space is needed, write on back of this form.

<u>Dates</u>		<u>Company Name</u>	<u>Job Title or Duties</u>	<u>Weekly Pay</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>	<u>and Address</u>			
Mo-Yr	Mo-Yr				
_____	_____	_____	_____	_____	_____
		_____			
_____	_____	_____	_____	_____	_____
		_____			
_____	_____	_____	_____	_____	_____
		_____			
_____	_____	_____	_____	_____	_____
		_____			
_____	_____	_____	_____	_____	_____
		_____			

Are you a layoff and subject to recall (please check one)?      Yes \_\_\_\_\_ No \_\_\_\_\_

\* Are you known to schools/references (prior employers) by another name?      Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, what name? \_\_\_\_\_

\* Information sought solely to facilitate reference checks.

Please Read Carefully and Sign the Statement Below:

I certify that the information given above is true and complete and I understand that misrepresentation and/or withholding of information will result in the rejection of this application or my discharge if discovered after employment begins. I authorize the Company to make inquiries regarding my history and character of prior employers, schools, etc. and hereby release employers, schools or individuals from all liability in responding to inquiries in connection with my application and release the Company from all liability with respect to such inquiries.

I understand that if employed, I will be an employee "at will" and may be terminated at any time, with or without cause, and with or without notice at the option of either the Company or myself. I also understand that no representative of the Company, other than the President has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. If I am employed, I agree to abide by the Company's policies, rules and procedures and any changes thereto.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WHITINSVILLE WATER COMPANY**

Whitinsville Water Co. requires all candidates for employment to pass a Drug Test as a condition of employment. I understand that a positive test (presence of illegal drugs) will negate any and all agreements of employment.

Name: \_\_\_\_\_

(Please Print)

Signed: \_\_\_\_\_

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

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.*

WHITINSVILLE WATER CO IS AN EQUAL OPPORTUNITY EMPLOYER