



Employment Application For Jefferson County Water and Sewer District

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Driver's License: _____ CDL? : _____ Desired Salary:\$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ 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: _____

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

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Read each paragraph carefully. Indicate your understanding of, and consent, the contents and condition of each by placing your initial at the end of each paragraph.

- 1. I understand and accept that if I am selected for employment, my employment may be conditions upon my passing any medical examination that the Employer deems necessary to determine with reasonable accommodation when necessary to determine whether I can perform the essential function oof the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol, or substance abuse testing.*
INITIALS _____
- 2. I understand and accept that given the duties and responsibilities of the Employer, I maybe required to work weekends, evening hours, or at other times ad determined by the Employer, including overtime hours.*
INITIALS _____
- 3. I understand and accept that it may be necessary for me to sign any waivers necessary to allow the Employer to obtain information from my current and former employers, schools, and personal references.*
INITIALS _____
- 4. I understand and accept that if any information required in this application is fount to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept tat, if I am employed by the Employer, I may be subject to disciplinary action, including termination, if any information required by this application is falsified or intentionally excluded.*
INITIALS _____

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Mail Completed & signed applications to: Jefferson County Community Action Council
114 N 4th Street
Steubenville, OH 43952

FAX Completed & Signed application to: (740) 282-8361

EMail Completed & Signed application to: meroshevich@jcwatersewer.com; mlarkins@jcwatersewer.com