

PLEASE PRINT ALL  
 INFORMATION  
 REQUESTED EXCEPT  
 SIGNATURE

# Boone County Regional Sewer District

## APPLICATION FOR EMPLOYMENT

**APPLICANTS WILL BE TESTED FOR ILLEGAL DRUGS**

<b>PLEASE COMPLETE PAGES 1-3.</b>			DATE _____	
Name				
Last	First	Middle	Maiden	
Present address				
Number	Street	City	State	Zip
How long _____	Social Security No. _____	–	–	Telephone (    ) _____
Position applied for _____			Salary desired _____	
How many hours can you work weekly? _____		Can you work nights? _____		Weekends? _____
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME				
When available for work? _____				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				
DO YOU HAVE A DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No				
What is your means of transportation to work? _____				
Driver's license number _____ State of issue _____				
<input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/> Chauffeur    Expiration date _____				
Have you had any accidents during the past three years?			How many? _____	
Have you had any moving violations during the past three years?			How Many? _____	

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## Boone County Regional Sewer District

### APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?  Yes  No

Specialty

Date Entered

Discharge Date

#### Work Experience

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

1. Present Employer \_\_\_\_\_  
Address: \_\_\_\_\_ Employment Dates  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Main Duties: \_\_\_\_\_  
Final Salary: \_\_\_\_\_ Per: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

2. Present Employer \_\_\_\_\_  
Address: \_\_\_\_\_ Employment Dates  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Main Duties: \_\_\_\_\_  
Final Salary: \_\_\_\_\_ Per: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

3. Present Employer \_\_\_\_\_  
Address: \_\_\_\_\_ Employment Dates  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Main Duties: \_\_\_\_\_  
Final Salary: \_\_\_\_\_ Per: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

4. Present Employer \_\_\_\_\_  
Address: \_\_\_\_\_ Employment Dates  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Main Duties: \_\_\_\_\_  
Final Salary: \_\_\_\_\_ Per: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact the employers listed above?  Yes  No

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**Boone County Regional  
Sewer District**

**APPLICATION FOR EMPLOYMENT**

				<b>OFFICE ONLY</b>					
Typing	<input type="checkbox"/> Yes	_____ WPM	10-key	<input type="checkbox"/> Yes	Word	<input type="checkbox"/> Yes	_____ WPM		
	<input type="checkbox"/> No			<input type="checkbox"/> No	Processing	<input type="checkbox"/> No			
Personal Computer	<input type="checkbox"/> Yes	PC	<input type="checkbox"/>	Other	_____				
	<input type="checkbox"/> No	Mac	<input type="checkbox"/>	Skills	_____				

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone ( ) _____	Telephone ( ) _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.


**PLEASE READ CAREFULLY AND SIGN—APPLICATIONS NOT SIGNED WILL NOT BE ACCEPTED**

The facts set forth above in my application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. My signature authorizes the Boone County Regional Sewer District to review my previous employment (except as stated above), driving, and criminal records and/or other background data as it may relate to the position for which I am applying or have been hired. I also understand that for some positions an offer of employment with the District is contingent upon the results of a physical examination.

DATE:

SIGNATURE: