



For Office Use Only
Arrange Interview: __ Yes __ No
Date of Interview: _____

Employment Application

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position Applying For: _____ Date: _____

How Did You Learn About Us? Advertisement Friend Relative Other _____

Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Best Time to Contact: AM PM

Are you eligible to work in the United States? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, when? _____

On what date would you be available to begin work? _____

Are you available to work: Temporary Part-Time Full-Time

Are you currently on "lay-off" status and subject to recall? Yes No

Have you ever been terminated from employment or asked to resign by an Employer? Yes No

If yes, please explain:

Education

High School

Name School: _____

Years Completed: _____

Address: _____

City/State: _____

Course of Study/Pathway: _____

Degree Earned: Yes No GED

Undergraduate School

Name of School: _____

Years Completed: _____

Address: _____

City/State: _____

Course of Study: _____

Degree Earned: Yes No

Graduate/Professional School

Name of School: _____

Years Completed: _____

Address: _____

City/State: _____

Course of Study: _____

Degree Earned: Yes No

Other (Specify)

Name of School: _____

Years Completed: _____

Address: _____

City/State: _____

Course of Study: _____

Degree Earned: Yes No

Indicate any foreign languages you can speak, read, and/or write:

	Speak	Read	Write
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe any specialized training, certifications, apprenticeships, skills, and/or extra-curricular activities:

Describe any job-related training received in the United States military:

Employment Experience- *Begin with current/most recent place of employment*

You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

If you are currently employed, may we contact your present employer? Yes No

Current/Most Recent Employer

Company Name: _____

Address: _____ City: _____ State: _____

Telephone: _____ Job Title: _____

Dates Employed: _____ Hourly Rate: _____ Starting _____ Final

Reason for Leaving: _____

Description of Job Duties:

Employer

Company Name: _____

Address: _____ City: _____ State: _____

Telephone: _____ Job Title: _____

Dates Employed: _____ Hourly Rate: _____ Starting _____ Final

Reason for Leaving: _____

Description of Job Duties:

Employer

Company Name: _____

Address: _____ City: _____ State: _____

Telephone: _____ Job Title: _____

Dates Employed: _____ Hourly Rate: _____ Starting _____ Final

Reason for Leaving: _____

Description of Job Duties:

Additional Information

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, national origin, age, ancestry, disability or other protected status.

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience. Include knowledge of computers and computer software such as Word, Excel, Access, etc.

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying. *(A copy of the job description is available if needed)*

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

Yes No

References: Give the names of three persons not related to you, whom you have known at least three (3) years.

Reference #1

Name: _____ Years Acquainted: _____
Company: _____
Address: _____ City: _____ State: _____
Telephone: _____ Email: _____

Reference #2

Name: _____ Years Acquainted: _____
Company: _____
Address: _____ City: _____ State: _____
Telephone: _____ Email: _____

Reference #3

Name: _____ Years Acquainted: _____
Company: _____
Address: _____ City: _____ State: _____
Telephone: _____ Email: _____

Acknowledgments/Disclosures:

I attest with my signature below that I have given to the Paris Board of Public Utilities (Paris BPU) true and complete information on this application (or any other accompanying document). I understand that the falsification, misrepresentation, or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. I authorize investigation of all statements contained in this application or accompanying document(s) for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that none of the documents, policies, procedures, actions, statements of the Paris BPU or its representatives used during the employment process is deemed a contract of employment real or implied.

In consideration for employment with the BPU, if employed, I agree to conform to the rules, regulations, policies, and procedures of Paris BPU at all times and understand that such obedience is a condition of employment. I understand that due to the nature of BPU business, attendance and punctuality are considered essential requirements of every job at Paris BPU and that poor attendance or tardiness will result in disciplinary action.

If chosen as a finalist for a position with Paris BPU, I understand that I will be required to submit to a pre-employment medical examination and drug screening as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer.

Signature of Applicant

Date