

ORANGEFIELD WATER SUPPLY CORPORATION

APPLICATION FOR EMPLOYMENT

Please Print or Type

P.O. BOX 398
9913 FM 105
Orangefield, TX 77639
409-735-9422

1. Incomplete Applications will be rejected
2. This application will not be retained in the active files beyond 6 months

			Date of Application					
Name: Last		First	Middle	Note any other Name used during previous Employment / Education				
Address: No. and Street		State		Age if Under 18	Social Security Number			
City		State	Zip Code		Home Phone No.			
Position Applied For:			Minimum Salary Requirement		Business Phone No			
Will you accept Part-Time Work?		<input type="checkbox"/> yes	<input type="checkbox"/> No	Will you accept Temporary Employment?		<input type="checkbox"/> yes	<input type="checkbox"/> No	
					Will you work a Shift Scedule?		<input type="checkbox"/> yes	<input type="checkbox"/> No

Skills and Abilities

Indicate the number of years or months you have performed in each of the following capabilities:	List equipment you operate which may qualify you for the position you are applying for (tractors, trucks, power tools, operating equipment, computers, etc....)
SUPERVISOR	
PROFESSIONAL	
CLERICAL WORKER	
METER READER	List other skills and abilities which may be applicable to the position you are applying for.
LABORER	
OTHER (Specify)	

EMPLOYMENT RECORD

List Below All Present And Past Employment Beginning With You Most Recent

May We Check with your present Employer?		<input type="checkbox"/> yes	<input type="checkbox"/> No	
Dates of Employment FROM: TO:		Reason for Leaving:		
Employer:	Supervisor:	Your Position or Title:		
Street Address:		Describe Your Duties:		
City	State			Zip Code
Telephone No.:	Last Wages or Salaries:			

EMPLOYMENT RECORD CONTINUED

Dates of Employment FROM: _____ TO: _____		Reason for Leaving:
Employer:	Supervisor:	Your Position or Title:
Street Address		Describe Your Duties:
City	State Zip Code	
Telephone No.:	Last Wages or Salaries:	

Dates of Employment FROM: _____ TO: _____		Reason for Leaving:
Employer:	Supervisor:	Your Position or Title:
Street Address		Describe Your Duties:
City	State Zip Code	
Telephone No.:	Last Wages or Salaries:	

Dates of Employment FROM: _____ TO: _____		Reason for Leaving:
Employer:	Supervisor:	Your Position or Title:
Street Address		Describe Your Duties:
City	State Zip Code	
Telephone No.:	Last Wages or Salaries:	

Dates of Employment FROM: _____ TO: _____		Reason for Leaving:
Employer:	Supervisor:	Your Position or Title:
Street Address		Describe Your Duties:
City	State Zip Code	
Telephone No.:	Last Wages or Salaries:	

**APPLICANT'S AUTHORIZATION AND INDEMNITY FOR ORANGEFIELD WATER SUPPLY CORPORATION
TO DO BACKGROUND AND CRIMINAL INVESTIGATION**

I _____, am an applicant for employment with Orangefield Water Supply Corporation. I understand that in order to evaluate my application for employment a Criminal and/or background investigation may be necessary. The Information obtained from these investigations will be used solely in processing my application for employment and will become part of said application and, except as authorized by law, will not be released to anyone other than OWSC Officers or employees.

By affixing my signature and providing the information requested below, I affirm that I have read and understand this document in it's entirety and agree to indemnify

NAME: _____

SS# _____

EDUCATION COMPLETED

LEVEL	SCHOOL NAME	CITY, STATE	# YRS	DIPLOMA/	DATE	MAJOR
GED						
HIGH SCHOOL						
COLLEGE						
GRAD SCHOOL						
OTHER						

COURSES NOW STUDYING:

OTHER TRAINING RECEIVED:

Date of BIRTH ____/____/____ PLACE OF BIRTH (STATE) _____

(Note: The date and place of birth is required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation)

Can you be legally employed in the United States? YES NO. If yes, which of the following applies to you?

Citizen or National of the U.S.?

Alien lawfully admitted for permanent residence.

Professional References

References: List three persons who are not related to you and who have a knowledge of your qualifications for the position (s) for which you are applying, such as former workers, teachers, etc. Do not repeat names of supervisors listed under Employment.

Name	Address	Telephone#	Business/Occupation
Name	Address	Telephone#	Business/Occupation
Name	Address	Telephone#	Business/Occupation

Personal References

Name	Address	Telephone#	Business/Occupation
Name	Address	Telephone#	Business/Occupation
Name	Address	Telephone#	Business/Occupation

IMPORTANT- CONDITIONS OF EMPLOYEMENT - PLEASE READ CAREFULLY BEFORE SIGNING

I certify that my answers to the above are true and recognize that my future employment is subject to termination without notice should any of the above statements be found false or inaccurate regardless of the time that lapses before such false information is discovered. I hereby agree to submit medical examinations (such examinations to include a drug screen) both as a condition of employment and as a condition of continued employment, to furnish proof of age and right to work in the U.S. (Birth Certificate, Visa etc..)

I understand that an investigative report may be made and hereby agree to authorize all persons, schools, companies, consumer reporting agencies and other organizations to supply any accurate information concerning my background. I further understand that I have a right to disclosure of such information reported, as provided by law. I understand and accept the conditions in this statement.

AT WILL EMPLOYMENT DISCLOSURE STATEMENT

"I understand that my employment and compensation with Orangefield Water Supply Corporation can be terminated, with or without cause, and with or without notice , at any time, at the option of either the General Manager or myself.

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DATE

SIGNATURE OF APPLICANT

Job Description

Job Title: **Laborer**

Reports to: **Field Supervisor**

- Reads and records meter readings according to established procedures
- Assists in repair of water leaks as needed
- Assists in meter lock outs, change outs, and rereads
- Assists in installing new water taps and new lines as needed
- Assists in flushing water lines according to established procedures
- Other duties as assigned

Must be able to pass a criminal background check, drug screen, and physical and have a clean driving record.