

Please Print

Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of our Human Resources Department at 615-893-7225.

Are you a relative of any current CUD employee either by blood, marriage, or other legal action including parent, spouse, child, sibling, in-law relationship, grandchild, grandparent, aunt, uncle, niece, nephew or cousin? Yes No

If yes, please do not complete this application. It is District policy not to hire a relative of any current employee in any capacity.

Position(s) applied for _____ Date of application ____/____/____
 Name _____ Social Security # ____-____-____
 Last First Middle
 Address _____
 Street City State Zip Code
 Telephone # (____) _____ Cellular Phone/Other # (____) _____ E-mail Address _____
 Referral Source Newspaper Website Other (explain) _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op
 Date available for work ____/____/____ What is your desired salary range? \$ _____
 If you are under 18, and it is required, can you furnish a work permit? Yes No
 If **no**, please explain _____

Have you ever been employed here before? If **yes**, give dates and positions..... Yes No
 Are you legally eligible for employment in this country? Yes No

Driver's license number if driving may be required in position for which you are applying _____ State _____
 Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No
 If **yes**, please provide date(s) and details _____

Employment History

Starting with your most recent employer, provide the following information.

| | | |
|--|--|--|
| Employer | Telephone # | Dates employed: Month / Year to Month / Year |
| Street Address | City State | Compensation (Starting) |
| Starting job title/final job title | | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per |
| Immediate supervisor and title (for most recent position held) | May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | Commission/Bonus/Other Compensation \$ _____ |
| Why did you leave? | | Compensation (Final) |
| Summarize the type of work performed and job responsibilities. | | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per |
| What did you like most about your position? | | Commission/Bonus/Other Compensation \$ _____ |
| What were the things you liked least about the position? | | |

| | | |
|--|--|--|
| Employer | Telephone # | Dates employed: Month / Year to Month / Year |
| Street Address | City State | Compensation (Starting) |
| Starting job title/final job title | | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per |
| Immediate supervisor and title (for most recent position held) | May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | Commission/Bonus/Other Compensation \$ _____ |
| Why did you leave? | | Compensation (Final) |
| Summarize the type of work performed and job responsibilities. | | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per |
| What did you like most about your position? | | Commission/Bonus/Other Compensation \$ _____ |
| What were the things you liked least about the position? | | |

| | | |
|--|--|--|
| Employer | Telephone # | Dates employed: Month / Year to Month / Year |
| Street Address | City State | Compensation (Starting) |
| Starting job title/final job title | | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per |
| Immediate supervisor and title (for most recent position held) | May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | Commission/Bonus/Other Compensation \$ _____ |
| Why did you leave? | | Compensation (Final) |
| Summarize the type of work performed and job responsibilities. | | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per |
| What did you like most about your position? | | Commission/Bonus/Other Compensation \$ _____ |
| What were the things you liked least about the position? | | |

Educational Background

Starting with your most recent school attended, provide the following information.

| School (include City & State) | Years Completed | Completed | GPA Class Rank | Major/Minor |
|-------------------------------|-----------------|--|-------------------|-------------|
| | | <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____ | | |
| | | <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____ | | |
| | | <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____ | | |

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

- | | |
|--|---|
| <input type="checkbox"/> Word Processing _____ Years: _____ <input type="checkbox"/> Spreadsheet _____ Years: _____ <input type="checkbox"/> Presentation _____ Years: _____ | <input type="checkbox"/> E-mail _____ Years: _____ <input type="checkbox"/> Internet _____ Years: _____ <input type="checkbox"/> Other _____ Years: _____ |
|--|---|

References

List 3 business references not related to you and not a previous supervisor. If not applicable, list 3 school or personal references not related to you.

| Name | Title | Relationship to You | Number of Years Known | Daytime Telephone |
|------|-------|---------------------|--------------------------|-------------------|
| | | | | () |
| | | | | () |
| | | | | () |

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only **90** days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** ____/____/____

Consolidated Utility District of Rutherford County is an Equal Opportunity Employer.