

APPLICATION FOR EMPLOYMENT



Submit to:
WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY
 12117 Bee Cave Road
 Building 3, Suite 120
 Bee Cave, Texas 78738
 Office: 512/263-0100
 Fax: 512/263-2289
 www.wtcpua.org

PLEASE PRINT OR TYPE. Fill out the application form completely. If any questions are not applicable, enter N/A. Do not leave questions blank. Be sure to sign when completed. The West Travis County Public Utility Agency is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information or veteran status. A resume will also be accepted but only to supplement this application.

Name	Last	First	Middle
Mailing Address (Street/Route)	City	State	Zip Code
Telephone () ()	Other Contact Number () ()	Email Address	

Position or type of work for which you wish to apply: <hr/> Date available to work: _____ Available for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary Are you willing to work hours other than 8-5? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you willing to work days other than Monday-Friday? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you show proof of eligibility to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are employed, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been employed under any other name? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been employed by the WTCPUA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates of employment and department/job title _____ _____ Are you related to any WTCPUA employee or member of the Board of Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name & relationship: _____ _____
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Education and Training – Applicants may be required to provide proof of diploma and degree, transcripts, licenses and certifications.

Circle highest grade completed: 7 8 9 10 11 12

Did you graduate/achieve GED? Yes No

School Name	City/State
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College(s) attended	Location	Major	Type of Degree Earned

Please list any other training and education including trade school, business college, etc. which would further qualify you for the position.

Special Skills/Qualifications – If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

License/Certification	Date Issued	Issued By (State or other Authority)	License Number	Location of Issuing Authority (City/State)

List all special skills you possess relevant to the job you are applying for, such as machinery, equipment, computers, or software.

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Employment Record – This information will be the official record of your employment history and must accurately reflect all significant duties performed. Include ALL employment. Begin with your current or last position and work back to your first position. If you need additional space to adequately describe your employment history, you may use or attach a separate sheet.

Name, Address & Phone Number	FROM (mo/yr) ____ / ____	TO (mo/yr) ____ / ____	Immediate Supervisor	Last Salary (Hourly, Monthly, Yearly)
Job Title				
Name of Employer			Phone ()	
Address				
Duties				
Reason for Leaving				

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Job Title				
Name of Employer				Phone ()
Address				
Duties				
Reason for Leaving				

Have you ever been convicted of, pled guilty to or pled no contest to a criminal charge, or have you ever received probation or deferred adjudication for a criminal charge?

Yes No

If your answer is “yes,” explain in detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case. A conviction may not disqualify you, but a false statement will. The Agency will consider applicants whose criminal record does not pose a possible threat to the security, reputation, and/or trustworthiness of the Agency, taking into account the relevance of the criminal record to the duties of the position, the amount of time that has passed since any criminal convictions, and the seriousness of any criminal acts.

Applicant’s Statement – Please read and sign below.

1. I certify that all information provided by me in connection with my application, whether on this document or not, is true and correct. I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.
2. I understand that offers or employment may be conditional upon my passing a drug screening, background check and driver’s license check.
3. I understand that, as a condition of employment, I will be required to complete an I-9 form and provide the required legal proof of authorization to work in the United States.
4. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
5. I understand that business needs may at times make the following conditions mandatory: overtime, changes in work schedule, or work week.
6. I further understand that, if employed, I will abide by all policies, rules and procedures of the West Travis County Public Utility Agency.

Signature	Date