

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 (Surface Water A, CPR, etc.)	Date Issued	Issued By (State or other Authority)	License Number	Location of Issuing Authority (City/State)

List all special skills you possess and machines or office equipment you can use, such as calculators, printing or graphic equipment, computer equipment, types of software and hardware, etc. _____

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	TO	Immediate Supervisor	Last Salary (Hourly, Monthly, Yearly)
Job Title				
Name of Employer			Phone ()	
Address				
Duties				
Reason for Leaving				
Job Title				
Name of Employer			Phone ()	
Address				
Duties				
Reason for Leaving				
Job Title				
Name of Employer			Phone ()	
Address				
Duties				
Reason for Leaving				

Have you ever been convicted of, been adjudicated with regard to (including an adjudication of delinquent conduct), pled guilty to or pled no contest to a criminal charge, or have you ever received probation or deferred adjudication for a criminal charge? [“Convictions” includes sentenced to confinement, paid fine, served time, placed on probation (including deferred adjudication) and paid court-ordered restitution.]

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.

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 of 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 provide 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 Brushy Creek Municipal Utility District.

Signature

Date