

# CHARLES TOWN UTILITY BOARD

## Employment Application



| APPLICANT INFORMATION                             |    |                   |                              |                              |                             |                |                 |      |  |
|---|----|-------------------|------------------------------|------------------------------|-----------------------------|----------------|-----------------|------|--|
| Last Name   |    |                   | First                        |                              |                             | M.I.           |                 | Date |  |
| Street Address                                    |    |                   |                              |                              | Apartment/Unit #            |                |                 |      |  |
| City  |    |                   | State                        |                              |                             | ZIP            |                 |      |  |
| Phone   |    |                   | E-mail Address               |                              |                             |                |                 |      |  |
| Date Available                                    |    |                   |                              |                              |                             | Desired Salary |                 |      |  |
| Position Applied for                              |    |                   |                              |                              |                             |                |                 |      |  |
|   |    |                   |                              |                              |                             |                |                 |      |  |
| Have you ever worked for this company?            |    |                   | YES <input type="checkbox"/> |                              | NO <input type="checkbox"/> |                | If so, when?    |      |  |
| Have you ever been convicted of a felony?         |    |                   | YES <input type="checkbox"/> |                              | NO <input type="checkbox"/> |                | If yes, explain |      |  |
|   |    |                   |                              |                              |                             |                |                 |      |  |
| EDUCATION   |    |                   |                              |                              |                             |                |                 |      |  |
| High School                                       |    |                   | Address                      |                              |                             |                |                 |      |  |
| From  | To | Did you graduate? |                              | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree         |                 |      |  |
| College   |    |                   | Address                      |                              |                             |                |                 |      |  |
| From  | To | Did you graduate? |                              | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree         |                 |      |  |
| Other   |    |                   | Address                      |                              |                             |                |                 |      |  |
| From  | To | Did you graduate? |                              | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree         |                 |      |  |
|   |    |                   |                              |                              |                             |                |                 |      |  |
| REFERENCES  |    |                   |                              |                              |                             |                |                 |      |  |
| <i>Please list three professional references.</i> |    |                   |                              |                              |                             |                |                 |      |  |
| Full Name   |    |                   | Relationship                 |                              |                             |                |                 |      |  |
| Company   |    |                   | Phone                        |                              |                             |                |                 |      |  |
| Address   |    |                   |                              |                              |                             |                |                 |      |  |
| Full Name   |    |                   | Relationship                 |                              |                             |                |                 |      |  |
| Company   |    |                   | Phone                        |                              |                             |                |                 |      |  |
| Address   |    |                   |                              |                              |                             |                |                 |      |  |
| Full Name   |    |                   | Relationship                 |                              |                             |                |                 |      |  |
| Company   |    |                   | Phone                        |                              |                             |                |                 |      |  |
| Address   |    |                   |                              |                              |                             |                |                 |      |  |

| <b>PREVIOUS EMPLOYMENT</b>  |                 |                    |                  |
|---|-----------------|--------------------|------------------|
| Company   |                 | Phone              |                  |
| Address   |                 | Supervisor         |                  |
| Job Title   | Starting Salary | \$                 | Ending Salary \$ |
| Responsibilities  |                 |                    |                  |
| From  | To              | Reason for Leaving |                  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |                    |                  |
| Company   |                 | Phone              |                  |
| Address   |                 | Supervisor         |                  |
| Job Title   | Starting Salary | \$                 | Ending Salary \$ |
| Responsibilities  |                 |                    |                  |
| From  | To              | Reason for Leaving |                  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |                    |                  |
| Company   |                 | Phone              |                  |
| Address   |                 | Supervisor         |                  |
| Job Title   | Starting Salary | \$                 | Ending Salary \$ |
| Responsibilities  |                 |                    |                  |
| From  | To              | Reason for Leaving |                  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |                    |                  |

| <b>MILITARY SERVICE</b>          |                   |
|----------------------------------|-------------------|
| Branch                           | From To           |
| Rank at Discharge                | Type of Discharge |
| If other than honorable, explain |                   |

| <b>DISCLAIMER AND SIGNATURE</b>   |      |
|---|------|
| I certify that my answers are true and complete to the best of my knowledge.  |      |
| If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |      |
| Signature   | Date |