



1557 FM RD. 1110, P.O. BOX 909
 CLINT, TX 79836
 TEL: 915-791-4480

Application for Employment

An Equal Opportunity Employer

Please print

Number of attachments _____

Employees of the Lower Valley Water District and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age. In addition, equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

PERSONAL INFORMATION

Position applying for: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>
Name (Last, First, Middle) <input style="width: 95%;" type="text"/>	Telephone Number: <input style="width: 95%;" type="text"/>
Address: <input style="width: 95%;" type="text"/>	Alternate Phone Number: <input style="width: 95%;" type="text"/>
City/State/Zip Code: <input style="width: 95%;" type="text"/>	Email Address: <input style="width: 95%;" type="text"/>

EDUCATION

If you did not complete high school, do you have a high school equivalency diploma?				
	Name and Location of Institution	Years Completed	Major Field of Study	Degree Received
High School	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
College/University	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Business/Technical	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Additional	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date:



Work Experience

Please list ALL work experience beginning with your most job held. Attach additional sheet if necessary.

Company: <input type="text"/>	Name of Last Supervisor: <input type="text"/>	Hrs./Week: <input type="text"/>
Address: <input type="text"/>	Start Date: <input type="text"/>	Starting Salary: <input type="text"/>
City, State and Zip Code: <input type="text"/>	End Date: <input type="text"/>	Final Salary: <input type="text"/>
Phone: <input type="text"/>	Your Last Job Title: <input type="text"/>	
Reason for leaving (Be specific) <input type="text"/>		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. <input type="text"/>		
May We contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		



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Address: <input type="text"/>	Start Date: <input type="text"/>	Starting Salary: <input type="text"/>
City, State and Zip Code: <input type="text"/>	End Date: <input type="text"/>	Final Salary: <input type="text"/>
Phone: <input type="text"/>	Your Last Job Title: <input type="text"/>	
Reason for leaving (Be specific) <input type="text"/>		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. <input type="text"/>		
May We contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		



SPECIAL TRAINING/SKILLS/QUALIFICATIONS

Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills, water licenses certifications:

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

Word Processing: Yes No Years: _____

Email: Yes No Years: _____

Spreadsheet : Yes No Years: _____

Internet: Yes No Years: _____

Presentation: Yes No Years: _____

Other (Specify):

License (to include driver's), certificate or other authorization to practice a trade or profession.

Type:

License Number

How did you hear about us? (Check appropriate boxes)

LVWD Website <input type="checkbox"/>	UTEP Website <input type="checkbox"/>	EPCC Website <input type="checkbox"/>
EI PASO Times <input type="checkbox"/>	Texas Workforce <input type="checkbox"/>	Online Recruiting Site <input type="checkbox"/>
Work in Texas Website <input type="checkbox"/>	LVWD Employee <input type="checkbox"/>	Other (Please Specify) <input type="checkbox"/>

REFERENCES

List names, addresses and relationships of three persons not related to you who know your qualifications. If not applicable, list three school or personal references that are not related to you

Name	Address	Phone	Relationship
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
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MISCELLANEOUS

Do you know or are you related to anyone at the Lower Valley Water District or the Lower Valley Water District Board of Directors?

Yes No

If yes, whom?

When will you be available to start work? Date:

(No date is necessary if you are available as soon as you give two (2) week notice.)

For purposes of compliance with the immigration reform and control act, are you legally eligible for employment in the United States?

Yes

No

Under the Immigration Reform and Control Act of 1996, you will be required to fill out a certification verifying that you are eligible to be employed and verifying you identify. Further, you will be required to documentation to that effect should you be provide employed.

If you are under 18, and it is required, can you finish a work permit?

Yes

No

If NO, please explain:



BACKGROUND INFORMATION
NOTICE REGARDING BACKGROUND CHECK

Lower Valley Water District ("LVWD") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or "investigative consumer report" which may include a criminal records check, information about your character, general reputation, credentials, credit history, personal characteristics, driving record, and/or mode of living and which can involve personal interviews with sources such as your current and past employers, friends, or associates. In addition, LVWD may verify if you are a current or former LVWD customer in good standing. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report.

The scope of this notice and authorization is all encompassing and allows Lower Valley Water District to obtain from any outside organization of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Have you ever been convicted* for any violation(s) of law, including moving traffic violations? Yes [] No []
If YES, please explain []
Description of offense : []
Statue of ordinance (if known): []
Date of charge: []
Date of Conviction: []
County, City and State of Conviction: []
(For additional conviction use plain paper. Include all information listed above.)
[]
Are you now or have you ever been a customer for the Lower Valley Water District? Yes [] No []
If Yes, When? []



I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration

APPLICANT STATEMENT --Each Application Requires Current Date and Original Signature

I certify that all information I have provided in order to apply for and secure work with the 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 a basis prohibited by applicable local, state or federal law. I understand that this application remains current for only 30 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 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 authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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.

Applicant Signature:

Date:

NOTE: To apply to any position please send email to JOBS@LVWD.ORG