

# Application for Employment

## Onalaska Water & Gas Supply

647 FM 356 South  
P.O. Box 2463  
Onalaska, TX 77360-2463  
936-646-5393

We consider applicants for all positions without regard to race,color, religion, creed, gender, national origin, age, disability, martial or veteran status, or any legally protected status.

(Please Print)

Position(s) applied for:	Date of application
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Last Name		First Name			Middle Name	
Address	(911) Number	Street	P.O. Box	City	State	ZIP
Telephone Number(s)					Social Security Number	

Best time to contact you at home is .....:\_\_\_\_\_ am/pm

If you are under 18 years of age, can you provide required proof of your eligibility to work?..... yes no

Have you ever filed an application with us before? ..... yes no

    If "yes" give the date \_\_\_\_\_

Have you ever been employed with us before? ..... yes no

    If "yes" give dates \_\_\_\_\_

Do any of your friends, other than spouse, work here? ..... yes no

Are you currently employed? ..... yes no

May we contact your present employer? ..... yes no

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment* ..... yes no

Date Available for work \_\_\_\_/\_\_\_\_/\_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:      Full-time      (please indicate 1 2 3 shift)  
   Part-Time      (please indicate mornings afternoons evenings)  
   Temporary      (please indicate dates available \_\_\_\_/\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_)

Are you currently on "lay-off" status and subject to recall? ..... yes no

Can you travel if a job requires it? ..... yes no

Have you been convicted of a felony or misdemeanor in the past five years? ..... yes no

(A conviction record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)

# Education

	Name and Address of School	Course of study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States Military.

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# Employment Experience (list the last ten years of employment, if you need more room continue on a separate sheet of paper.)

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer	Dates Employed From   To	Work Performed
Address	Hourly Rate/Salary Starting   Final	
Telephone Number(s)		
Job Title   Supervisor		
Reason for leaving		
Employer	Dates Employed From   To	Work Performed
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Address	Hourly Rate/Salary Starting   Final	
Telephone Number(s)		
Job Title   Supervisor		
Reason for leaving		

# Additional Information.

List professional, trade, business or civic activities and offices held. *You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.*

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Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience:

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List Certificates Earned:

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State any additional information you feel may be helpful to us in considering your application:

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such job or occupation has been given  YES  NO

1. Are you current with court ordered child support payments  YES  NO If yes, where \_\_\_\_\_
2. Are you currently under indictment, facing pending civil or criminal litigation, under investigation by a grand jury in any jurisdiction?  YES  NO. If "yes" explain on a separate sheet of paper and attach.
3. Have you ever been convicted of a felony or misdemeanor  YES  NO. If "yes" explain on a separate sheet or paper and attach.
4. Attach a copy of your birth certificate, social security card,
5. List any alias names, nick names, maiden names or past married names you have ever used. \_\_\_\_\_

# References:

1.	_____ ( ) _____
	(Name) Phone #
	_____ (Address)
2.	_____ ( ) _____
	(Name) Phone #
	_____ (Address)
3.	_____ ( ) _____
	(Name) Phone #
	_____ (Address)

## Applicants Statement & Authorization to Release Information

I certify that the answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of 60 days. Any applicant wishing to be considered beyond this time period should inquire whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

## Authorization to Release Information

I hereby authorize the Onalaska Water & Gas Supply through its employees or assigns to contact any and all former employers, references, educational institutions, State of Texas data bases and TCLOSE for verification of any and all facts put forth by me in this application, including my driving records and criminal history.

Further I authorize those individuals, organizations and/or businesses contacted to release any information requested by the City of Onalaska for the purpose of evaluation in considering my application for employment.

I request that MY CURRENT EMPLOYER \_\_\_\_\_ not be contacted until such time as a bonafide offer of employment is likely since I have not notified them of my intention to change employment at this time,

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

# Application Instructions

Please PRINT all entries with special care to phone numbers for former employers and references.

List all employers and add additional sheets to furnish a minimum 10 year employment history, explain any gaps of more than 90 days and/or list full time educational institutions you were attending.

Under additional information and specialized skills list any items that you consider beneficial to your proposed employment, be specific.

For the purpose of verifying driving and criminal background please list the following:

Any alias' you have used \_\_\_\_\_

TDL # \_\_\_\_\_ Exp date \_\_\_\_\_

SS # \_\_\_\_\_

## For Personnel Department Use Only

Arrange Interview  Yes  No Interviewed By \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/ Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

Name and Title

Date