



**WILLIAMSPORT MUNICIPAL WATER AUTHORITY
WILLIAMSPORT SANITARY AUTHORITY**

APPLICATION FOR EMPLOYMENT

Date _____

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

PERSONAL BACKGROUND

Name _____ **Social Security Number** _____
Last First Middle

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Phone No. () _____ **Email** _____

Referred by _____

Position Applying for _____ **Date you can start** _____ **Salary desired** _____

Are you employed? _____ **If so, may we inquire of your present employer?** _____

Ever applied to this company before? _____ **When?** _____

Are you willing to work overtime? Yes No

U.S. Military or Naval Service _____ **Rank** _____

If driving is a requirement of the job for which you are applying, do you have a current valid driver's license? (If driving is a requirement of the job for which you are applying, continued employment is contingent on your maintaining a current driver's license.) Yes No

If a minor, can you produce the age/work certificate necessary to obtain employment? Yes No

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Verification and completion of the I-9 form must be submitted no later than three business days after date of hire. Yes No

Have you ever been convicted of a felony which is related to the functions or qualifications of the position for which you are applying? (A conviction record will not necessarily be a bar to employment.) Yes No

If so, please describe fully the felony conviction(s) listing the nature of the offense(s) and your rehabilitation since the conviction(s).

EDUCATIONAL BACKGROUND	NAME AND LOCATION OF SCHOOL	CIRCLE HIGHEST GRADE COMPLETED	MAJOR AREA OF STUDY
High School		9 10 11 12/GED	
College		1 2 3 4	
Trade, Business or Graduate			

Specialized technical skills (i.e. computer programmer/language, equipment operation, special tools or machines used)

Work Experience (List below last four employers, starting with your present or last place of employment.) You may include in such history any verified work performed on a volunteer basis.					
Date Mo./Yr.	Name and Address of Employer	Salary	Position	Name of Supervisor	Reason for Leaving
Fr.					
To.					
Fr.					
To.					
Fr.					
To.					
Fr.					
To.					

REFERENCES

Give the names of three persons not related to you, whom you have known at least three years.

	Name & Occupation	Address	Telephone Number	Years Known
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

APPLICANT'S STATEMENT

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand and agree that, if employed by this organization, I will abide by its rules and regulations which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

Applicant's Signature

Date



WILLIAMSPORT MUNICIPAL WATER AUTHORITY

And

WILLIAMSPORT SANITARY AUTHORITY

253 WEST FOURTH STREET

WILLIAMSPORT, PA 17701

(570) 323-6148

DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

FOR EMPLOYMENT PURPOSES

Disclosure

The Williamsport Municipal Water & Sanitary Authorities, known as (the “Company”) may request from a consumer reporting agency and for employment-related purposes, a “consumer report(s)” (commonly known as “background reports”) containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC (“HireRight”) will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, www.hireright.com.

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

Authorization

I hereby authorize Company to obtain the consumer reports described above about me.

Applicant Name _____

Applicant Signature _____

Contact Telephone: _____ Date _____

Information Needed for Background Checks

Printed Name

Driver’s License Number

Social Security Number

Date of Birth

Current Address:

Prior Address (If less than two years):

Street

Street

City, State, Zip

City, State, Zip

County

County