

# WATERLOO WATER WORKS



## EMPLOYMENT APPLICATION

325 SYCAMORE STREET  
WATERLOO, IOWA 50703

EQUAL OPPORTUNITY EMPLOYER

## Employment Application

### An Equal Opportunity Employer

It is the policy of this utility as an equal opportunity employer not to discriminate against job applicants because of race, color, religion, age, sex, national origin, sexual orientation or disability.

### Applicant Information

Name (print) \_\_\_\_\_  
(Last) (First) (Initial)

Address \_\_\_\_\_  
(Number/Route) (Street) (City) (Zip)

Phone (\_\_\_\_\_) \_\_\_\_\_ Other (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

### Applicant's Authorization and Release

To make this application valid, you must read and sign this acknowledgement section before completing other pages of this employment application:

1. I certify that the information in this application is true and complete to the best of my knowledge. I authorize investigation of all matters contained in the application and agree that any misleading, false statements, or omissions are cause for rejection of this application and would be sufficient cause for dismissal after employment. I authorized investigation of my past employment, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information. I agree that if employed, I will abide by all policies, procedures, rules and regulations established by the Waterloo Water Works.
2. 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 release all such parties from all liability for any damage that may result from furnishing such information to you. I authorize you to request and receive such information.
3. In consideration for my employment and by being considered for employment by the Waterloo Water Works, I agree to conform to the rules and regulations of the Waterloo Water Works and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the Waterloo Water Works at any time, at the sole option of the Waterloo Water Works and without any prior notice to me.
4. I understand that no representative of the Waterloo Water Works has any authority to enter into any agreement for employment for any specified period of time, or assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing.
5. I acknowledge that I have been advised that this application for a specific job position will remain active for no more than 90 days from the date it was made.
6. I understand the Waterloo Water Works operates 24 hours a day, seven days a week. As work changes occur within departments, employees may be required to change shifts, and/or days worked, or work overtime. Each employee is required to comply with staffing needs.
7. I understand the Immigration Reform and Control Act of 1986 (Public Law #99-603) requires all new employees to provide documents proving their U.S. citizenship or their authorized alien work status to begin employment. I further understand that all job offers are conditional on the production of satisfactory documentation as required by this law.
8. I understand and agree that if conditionally offered employment, I will be required to take an entrance medical examination, which includes a drug screen based on analyses of body fluids. I further understand if alcohol, prescription drugs or any controlled substance is detected through the screening process, that in the absence of an acceptable medical explanation, I will not be considered for employment.
9. I understand the Waterloo Water Works is an employment-at-will employer. Employment is for no fixed term and an employee may terminate, or be terminated at anytime, with or without prior notice, for any reason that is not against the law. These terms of employment may not be changed orally.

Applicant's Signature

Date

## Employment Positions

Position(s) applying for: \_\_\_\_\_

Are you applying for:

- Temporary work – such as summer or seasonal work? [  ] Yes [  ] No
- Regular part-time work? [  ] Yes [  ] No
- Regular full-time work? [  ] Yes [  ] No

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, when will you be available? \_\_\_\_\_

If hired, on what date can you start working? \_\_\_\_/\_\_\_\_/\_\_\_\_

Can you work on the weekends? [  ] Yes [  ] No

Can you work evenings? [  ] Yes [  ] No

Are you available to work overtime? [  ] Yes [  ] No

Salary desired: \$\_\_\_\_\_

## Personal Information

Have you ever applied to / worked for the Waterloo Water Works company before? [  ] Yes [  ] No

If yes, please explain (include date): \_\_\_\_\_  
\_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for the Waterloo Water Works? [  ] Yes [  ] No

If yes, state name and relationship: \_\_\_\_\_

If hired, would you have transportation to/from work? [  ] Yes [  ] No

Do you have a valid driver's license? [  ] Yes [  ] No

Do you have a valid commercial driver's license? [  ] Yes [  ] No

If yes, class \_\_\_\_\_

Give dates of any suspensions: \_\_\_\_\_

## Education, Training and Experience

### High School:

School name: \_\_\_\_\_

School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate?  Yes  No

Degree / diploma earned: \_\_\_\_\_

### College / University:

School name: \_\_\_\_\_

School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate?  Yes  No

Degree / diploma earned: \_\_\_\_\_

### Vocational School:

School name: \_\_\_\_\_

School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate?  Yes  No

Degree / diploma earned: \_\_\_\_\_

### Military / National Guard:

Branch: \_\_\_\_\_

Rank in Military: \_\_\_\_\_

Total Years of Service: \_\_\_\_\_

Skills/duties: \_\_\_\_\_

\_\_\_\_\_

Related details: \_\_\_\_\_

## Additional Information

Do you speak, write or understand any foreign languages?  Yes  No

If yes, describe which language(s) and how fluent of a speaker you consider yourself to be: \_\_\_\_\_

\_\_\_\_\_

Do you have any other experience, training, qualifications, or skills, which you feel, should be brought to our attention, in the case that they make you especially suited for working with us?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**Employment History (include Military) – Begin with last or present**

Are you currently employed? [ ] Yes [ ] No

If you are currently employed, may we contact your current employer? [ ] Yes [ ] No

Below, please describe past and present employment positions. Please account for all periods of unemployment. Even if you have attached a resume, this section must be completed.

Name of Employer: \_\_\_\_\_

Name of Supervisor(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Type: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Length of Employment (include dates): \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Final \$ \_\_\_\_\_ per \_\_\_\_\_

May we contact this employer for references? [ ] Yes [ ] No

Name of Employer: \_\_\_\_\_

Name of Supervisor(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Type: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Length of Employment (include dates): \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Final \$ \_\_\_\_\_ per \_\_\_\_\_

May we contact this employer for references? [ ] Yes [ ] No

Name of Employer: \_\_\_\_\_

Name of Supervisor(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Type: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Length of Employment (include dates): \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Final \$ \_\_\_\_\_ per \_\_\_\_\_

May we contact this employer for references? [ ] Yes [ ] No

**References**

Give the names, addresses and phone numbers of three (3) persons, not relatives, who have knowledge of your character, experience and ability.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I have reviewed the job description and understand the requirements for this position. [ ] Yes [ ] No

Are you able to meet all the requirements by the Waterloo Water Works for this job? [ ] Yes [ ] No

List the requirements you are not able to meet \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**-- For Waterloo Water Works Use Only --  
Reference checks and interviewer remarks**

Please return this employment application to:  
Employee Services  
Waterloo Water Works  
325 Sycamore Street  
P.O. Box 27  
Waterloo, IA. 50704-0027