

# BROADVIEW-WESTCHESTER JOINT WATER AGENCY

## Employment Application

<b>Please identify the specific position(s) from our open job listings for which you are applying.</b>			
1.	2.		
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Today's Date:	
<input type="checkbox"/> Temporary	<input type="checkbox"/> Summer	Date Available To Begin Work:	
<b>GENERAL INFORMATION</b>			
Last Name:		First Name:	Middle Initial:
Home Phone:	Work Phone:	Email address:	
Current Permanent Address:		City:	
State:	Zip Code:	County:	How long lived there?
Driver's License Number:		State:	Class:
Expiration Date:		Expiration Date:	
Is this license currently valid? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a valid CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you authorized to work lawfully in the United States for the Broadview-Westchester Joint Water Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of any law violation? Include any plea of "guilty" or "no contest." Exclude minor traffic violations, and records of conviction or arrest that have been sealed or expunged, including expunged juvenile records of adjudication or arrest. <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, give details _____ _____			
Are you related to any employee or official of the Broadview-Westchester Joint Water Agency or do you have any business or contractual or employment relationship with any such person(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you related to any employee or elected or appointed official of the Village of Broadview or do you have any business or contractual or employment relationship with any such person(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you related to any employee or elected or appointed official of the Village of Westchester or do you have any business or contractual or employment relationship with any such person(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, state their name and relationship to you (attached separate page, if necessary):			
Have you ever been previously employed by the Broadview-Westchester Joint Water Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, when?		In what position?	
Were you referred by a Broadview-Westchester Joint Water Agency employee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please name the employee:			

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Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>EDUCATIONAL INFORMATION</b>				
Type of School	Name and Mailing Address of School	Major	Years Completed	Degree Earned (if yes, indicate degree)
High School				No Yes
College/University				No Yes
Graduate				No Yes
Technical/Business /Trade School				No Yes
Other				No Yes
If you are not a high school graduate, have you passed the GED test? <input type="checkbox"/> Yes <input type="checkbox"/> No				
List any correspondence courses, special courses, seminars, workshops, etc., that might relate to this position:				
List any licenses or certificates relating to this position:				
List any other skills, experience or additional training that relates to this position (Typing, Computer/Software Skills, Heavy Machinery, etc.):				
List professional, trade, business or civic activities or associations to which you belong. (Please exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.):				

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### EMPLOYMENT HISTORY

Please begin with your present or most recent employer and provide all the information requested. Please do not write, "see resume."

May the Broadview-Westchester Joint Water Agency contact your current employer?  Yes  No

<b>Employer:</b>	Phone Number:
Address:	City/ State/ Zip:
Dates of Employment:	Reason for Leaving:
Title:	Supervisor's Name:
Ending Salary:	Hours Per Week:
Duties:	

<b>Employer:</b>	Phone Number:
Address:	City/ State/ Zip:
Dates of Employment:	Reason for Leaving:
Title:	Supervisor's Name:
Ending Salary:	Hours Per Week:
Duties:	

<b>Employer:</b>	Phone Number:
Address:	City/ State/ Zip:
Dates of Employment:	Reason for Leaving:
Title:	Supervisor's Name:
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Duties:	

<b>Employer:</b>	Phone Number:
Address:	City/ State/ Zip:
Dates of Employment:	Reason for Leaving:
Title:	Supervisor's Name:
Ending Salary:	Hours Per Week:
Duties:	

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### PROFESSIONAL REFERENCES:

Please list three references that are familiar with your work history and experience.  
Do not list relatives, friends or personal references.

Name:	Company:
Business Relationship	Years Known:
Phone Number:	

Name:	Company:
Business Relationship	Years Known:
Phone Number:	

Name:	Company:
Business Relationship	Years Known:
Phone Number:	

**BROADVIEW-WESTCHESTER JOINT WATER AGENCY**

**Employment Application**

**APPLICANT AGREEMENT: RELEASE AND CERTIFICATION**

**Please read before signing. Questions regarding the below statement or this Employment Application should be directed to any employment interviewer prior to signing.**

I certify that all information provided in this Employment Application is true and complete. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this Application (or any other accompanying or required documents) may cause the rejection of this Application or termination of employment without notice or benefits, regardless of how or when discovered. I authorize the investigation of all statements and information contained in this Application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release the Broadview-Westchester Joint Water Agency from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation. I understand that all candidates hired may be subject to satisfactory completion of a pre-employment drug screen, and consent to a pre- and/or post-employment drug screen as a condition of employment. I understand that, if I am extended an offer of employment, it may be conditioned upon my completion of a post-offer, pre-employment medical examination, polygraph examination or psychological examination, and I consent to a post-offer medical examination, polygraph examination or psychological examination and the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. **I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. I UNDERSTAND THAT ONLY THE BOARD OF DIRECTORS, OR ITS DESIGNEES, HAS THE AUTHORITY TO AUTHORIZE AND ENTER INTO AN AGREEMENT OF EMPLOYMENT ON BEHALF OF THE BROADVIEW-WESTCHESTER JOINT WATER AGENCY AND THAT AUTHORIZATION MUST OCCUR AT AN OPEN, PUBLIC MEETING OF THE BOARD OF DIRECTORS, OR THEIR DESIGNEES. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.** If hired, I agree to abide by all applicable Broadview-Westchester Joint Water Agency current and future rules, regulations and employment policies of the Broadview-Westchester Joint Water Agency. I acknowledge that I have read the above statements and grant permission to verify the information supplied on this Employment Application and employment related documents I have provided.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_