

Mount Pleasant Waterworks

1619 Rifle Range Road ▪ Mount Pleasant, SC ▪ 29464

Employment Application



HR USE ONLY

Position: _____

Advertised? Yes No

HR Signature: _____

HR Received Date: _____

Applicant Database Entry Date: _____

Copy Forwarded Date: _____

PERSONAL DATA

Date: _____ Position Applying For: _____

Name: _____ Email Address: _____
Last First MI

Address: _____
Street City State Zip Code

Telephone: _____
Home Mobile Work/Business Other

Have you ever been employed with us before? Yes No If yes, when? _____

Do you have a valid Driver's License from the State of South Carolina? (Only required if you are applying for a position that requires a Driver's License) Yes No If no, please explain: _____

Do you have friends or relatives that work for Mount Pleasant Waterworks? Yes No If yes, please list name/relationship:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Within the last seven years, have you been convicted, plead guilty or no contest to any criminal offense other than a minor traffic violation? A yes answer will not necessarily disqualify an applicant. A DUI is not considered a minor traffic violation. Yes No If yes, please provide details:

EDUCATION

NOTE: IF CONSIDERED FOR EMPLOYMENT, PROOF OF EDUCATION LISTED BELOW WILL BE REQUIRED.

| | School Name | City/State | Highest Year Completed | Did You Graduate? | Degree/Major |
|-------------|--|------------|------------------------|--|--------------|
| High School | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | NOTE: All positions require at least a High School Diploma or GED | | | | |
| College | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Technical | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

EMPLOYMENT DATA

Minimum Acceptable Salary: \$ _____ Are you available to work full-time? Yes No

List any professional licenses you hold that are applicable to the position you are applying for:

Type: _____ License No.: _____ Expiration Date: _____
Type: _____ License No.: _____ Expiration Date: _____
Type: _____ License No.: _____ Expiration Date: _____

List any other pertinent experience, skills or training that you have which are related to the position for which you are applying:

EMPLOYMENT HISTORY

1. Current or Most Recent Position

Employer's Name: _____
 Address: _____
 City/State/Zip: _____
 May We Contact this Employer: Yes No
 Supervisor's Name: _____
 Dates Employed in this Position: _____ to _____
 Starting Salary: \$ _____ Ending Salary: \$ _____

Phone: _____
 Position Title: _____
 Description of Specific Duties: _____
 Reason for Leaving: _____

2. Employer's Name: _____
 Address: _____
 City/State/Zip: _____
 May We Contact this Yes No
 Employer:
 Supervisor's Name: _____
 Dates Employed in this Position: _____ to _____
 Starting Salary: \$ _____ Ending Salary: \$ _____

Phone: _____
 Position Title: _____
 Description of Specific Duties: _____
 Reason for Leaving: _____

3. Employer's Name: _____
 Address: _____
 City/State/Zip: _____
 May We Contact this Yes No
 Employer:
 Supervisor's Name: _____
 Dates Employed in this Position: _____ to _____
 Starting Salary: \$ _____ Ending Salary: \$ _____

Phone: _____
 Position Title: _____
 Description of Specific Duties: _____
 Reason for Leaving: _____

4. Employer's Name: _____
 Address: _____
 City/State/Zip: _____
 May We Contact this Yes No
 Employer:
 Supervisor's Name: _____
 Dates Employed in this Position: _____ to _____
 Starting Salary: \$ _____ Ending Salary: \$ _____

Phone: _____
 Position Title: _____
 Description of Specific Duties: _____
 Reason for Leaving: _____

5. Employer's Name: _____
 Address: _____
 City/State/Zip: _____
 May We Contact this Yes No
 Employer:
 Supervisor's Name: _____
 Dates Employed in this Position: _____ to _____
 Starting Salary: \$ _____ Ending Salary: \$ _____

Phone: _____
 Position Title: _____
 Description of Specific Duties: _____
 Reason for Leaving: _____

REFERENCES

Please list three (3) references. Please do not include relatives. Provide full names, addresses and phone numbers.

| | Name | Address | Phone Number |
|----|------|---------|--------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

MILITARY SERVICE RECORD

Were you in the US Armed Forces? Yes No If yes, what branch? _____

Do you have any special training or experience as a result of your military service that you believe would assist you in performing your prospective job duties? Yes No If yes, please describe:

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

Mount Pleasant Waterworks (MPW) is an equal opportunity employer. MPW does not discriminate in employment as it relates to race, color, religion, national origin, citizenship status, ancestry, age, sex (including pregnancy, gender identity, sexual orientation or sexual harassment), marital status, physical or mental disability, military status or genetic information.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Mount Pleasant Waterworks to hire me. If I am hired, I understand that either Mount Pleasant Waterworks or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Mount Pleasant Waterworks has the authority to make any assurance(s) to the contrary.

I certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations on this application may result in my dismissal. I also understand that an offer of employment may be withdrawn if it's discovered that false statements, omissions or misrepresentations are made on this application. I authorize MPW to make an investigation of any of the facts set forth in this application and release MPW from any liability. MPW may contact any listed references on this application and is hereby authorized to make any investigation of my personal history, employment history, education, criminal history, driving record, and financial/credit record (if needed) through any investigative credit agencies or bureaus of their choice.

In compliance with *The Fair Credit Reporting Act*, I understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that prior to an investigative consumer report being made, I will be provided a separate release form for me to authorize the screening, and that form will explain my rights to the information collected.

FURTHER, I AM AWARE THAT I AM SUBJECT TO DRUG TESTING PRIOR TO ACCEPTANCE FOR EMPLOYMENT AND FULLY UNDERSTAND THAT, IF HIRED, FOR SAFETY SENSITIVE POSITIONS, I MAY BE SUBJECT TO RANDOM DRUG TESTING AT ANY TIME DURING MY EMPLOYMENT.

I understand that incomplete information may prevent this application from receiving consideration. I also attest with my signature below that I have given MPW true and complete information on this application. No requested information has been concealed and I am aware that if any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

**THIS IS NOT A CONTRACT OF
EMPLOYMENT, EITHER EXPRESS OR IMPLIED. EMPLOYMENT
REMAINS AT-WILL AND MAY BE TERMINATED
AT ANY TIME BY EITHER PARTY WITH OR
WITHOUT NOTICE OR REASON.**

- Mount Pleasant Waterworks is an Equal Opportunity Employer -

Signature of Applicant: _____

Date: _____