



Job Line (501) 688-1474

11 Clearwater Drive
Little Rock, AR 72204
Website www.lrwu.com

HR Dept (501) 688-1458
Fax (501) 688-1451
Email hmail@lrwu.com

EQUAL OPPORTUNITY EMPLOYER

Employees of Little Rock Wastewater Utility and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, sex, age, religion, political affiliation, national origin, disability, marital status, or military veteran status.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance completing this application may be obtained upon request.

APPLICATION FOR EMPLOYMENT

Please answer all sections and provide information requested. This application will not be valid and processed unless completed in full. Please be certain that you complete all items as accurately as possible. If an item does not apply, write "N/A." Further, the position must be open at the time of the application to be valid.

Little Rock Wastewater Utility participates in the Drug Free Workplace Act and conducts pre-employment drug testing.

Name of Applicant _____

I understand that my application is good for 30 days from today.

I am applying for the following opening(s): _____

I understand that a valid Arkansas driver's license may be required for this position. If noted as a requirement in the job posting, I have attached a copy of my license.

I have reviewed the job opening and requirements for the position(s) noted.

How did you learn of this vacancy at Little Rock Wastewater Utility?

- Advertisement
- Employment Security Division
- Utility Job Line
- Utility Website
- Utility Employee
- Other (please specify _____)

Applicant Signature _____ Date _____

GENERAL INFORMATION

Name _____

Address _____

City State Zip _____ Telephone _____

Yes / No Are you a citizen of the United States, or are you lawfully eligible to become employed in the United States. (Note: Proof of U.S. citizenship or immigration status will be required if employed)

Yes / No Are you over the age of 18?

Yes / No Are you related to a current Utility employee? If yes, how related _____

Yes / No Have you applied for work with the Utility before? If yes, when? _____

Yes / No Have you ever been previously employed by the Utility? If yes, when? _____

Yes / No Have you ever been convicted of a crime by a civilian or military court (other than minor traffic violation)? If yes, please provide the description of the offense, date of the offense, description of charges, and date of conviction. _____
(Note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

Yes / No From your review of the job posting for the position for which you are applying, are you able to perform the essential functions with or without reasonable accommodation?

Yes / No Are you willing to work overtime?

Yes / No Is there any time of the day or night, or particular days of the week (including weekends) that you are unable to work? If yes, when? _____

Yes / No Is there any reason that you could not be at work regularly on time? If yes, please explain:

Yes / No If hired, would you be willing to perform other jobs as needed?

Yes / No Is any additional information necessary to enable a check of your records such as a change of name, use of an assumed name or nickname? If yes, please explain:

EMPLOYMENT HISTORY

Please list last 3 employers, starting with most recent. Include periods of military service.

Company Name & Address_____

Supervisor_____ Telephone_____

Dates of Employment From_____ (month/year) To_____ (month/year)

Starting Salary \$_____ HR WK MO YR Position Held_____

Ending Salary \$_____ HR WK MO YR () Full-time or () Part-time

Reason for Leaving_____

Major Duties Performed_____

May we contact this supervisor at this time for a reference? Yes / No

* * * * *

Company Name & Address_____

Supervisor_____ Telephone_____

Dates of Employment From_____ (month/year) To_____ (month/year)

Starting Salary \$_____ HR WK MO YR Position Held_____

Ending Salary \$_____ HR WK MO YR () Full-time or () Part-time

Reason for Leaving_____

Major Duties Performed_____

May we contact this supervisor at this time for a reference? Yes / No

* * * * *

EMPLOYMENT HISTORY (CONTINUED)

Company Name & Address_____

Supervisor_____ Telephone_____

Dates of Employment From_____ (month/year) To_____ (month/year)

Starting Salary \$_____ HR WK MO YR Position Held_____

Ending Salary \$_____ HR WK MO YR () Full-time or () Part-time

Reason for Leaving_____

Major Duties Performed_____

May we contact this supervisor at this time for a reference? Yes / No

EDUCATION

Schools Attended/Addresses	Dates	Degree/Certification
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRAINING & SKILLS

List training, skills, certifications, licenses, etc. that you feel are applicable.

IMPORTANT: READ CAREFULLY

Employment At-Will.

I understand and agree that if employed, and as a condition of employment that employment will be "at will". "At-will" means that either Little Rock Wastewater Utility or I may end the employment relationship at any time for any reason or for no reason. I further understand that no representative of Little Rock Wastewater Utility has the authority to enter into any agreement for employment with me for any specific period of time or make any agreement with me contrary to the foregoing. I understand that nothing contained in this Application for Employment or in the granting of an interview is intended to create an employment contract between Little Rock Wastewater Utility and me for either employment or for the providing of any benefit.

If employed, I agree to conform to all policies, practices and procedures of Little Rock Wastewater Utility and acknowledge that these may be changed, interpreted, withdrawn, or amended by Utility at any time, at Utility's sole option and without any prior notice to me. I consent and agree that Utility shall have the right to search my personal property located on Utility property, along with Utility's desks, computers, closets, et cetera, for the purpose of investigating possible violations of Utility's rules/policies. This also includes access to my telephone conversations and e-mails or other types of electronic communications.

Certification of Truth in Application & Release of Information.

I certify that the facts set forth in my Application for Employment are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for rejection of this application or dismissal from employment whenever discovered. I authorize Little Rock Wastewater Utility to make any investigation of my personal history (and driving record if applicable) through any means, including investigative bureaus. I authorize all past and present employers, credit bureaus, the officials of all educational institutions I have attended, any person named above on this application, and any other person or entity to furnish records and any or all information they may have concerning me. I release them from any and all liability which might result from their revealing or furnishing this information.

Pre-Employment Drug Test.

I agree to submit to a pre-employment drug test and understand that employment is contingent upon passage of such test.

Verification of Employment Eligibility.

I understand that, if employed, by law I must provide proof of eligibility to work in the United States of American pursuant to the Immigration Reform and Control Act of 1986.

SIGNATURE OF APPLICANT _____ Date _____

Little Rock Wastewater Utility is an Equal Opportunity Employer
and does not discriminate in hiring or employment because of
race, color, religion, creed, national origin, sex, age, disability, or veteran status.