

## Employment Application

Denton County Fresh Water Supply District 1-A (the “District” or “District 1-A”) will provide equal opportunity for all employees and applicants for employment without prejudice in regard to race, color, religion, disability, national origin, sex, or age, except where age or physical status is a bona-fide occupational qualification. Denton County Fresh Water Supply District 1-A will not refuse to hire an applicant with a disability if the applicant can perform the essential functions of the job with reasonable accommodation.

**Please read all application instructions before completing.**

### INSTRUCTIONS:

1. Please print clearly in ink or type.
2. It is important that you answer all questions on the application fully, accurately, and honestly. Failure to do so may delay its consideration and could mean loss of employment opportunities. We will verify the accuracy of the information you supply. Unfavorable information about yourself may not necessarily cause rejection, but withholding information, or making false statements on this application, or any other documentation you submit to the District, or during interviews with representatives shall result in rejection for employment, or if employed, termination.
3. If an item does not apply to you, or if there is no information to be given, please write in the letters N/A for “Not Applicable”.
4. Be advised that a resume is not a substitute for the information requested. A resume may be attached as a supplement to the information given in this application. Failure to provide the required information may result in disqualification from active consideration.
5. All applicants, including past and present employees of District 1-A, must submit a completed application for each position for which they wish to apply.
6. Comments such as “see resume” are **NOT** acceptable. The application form is the primary tool used in the application process. Other job related information such as resumes, letters of application, certifications, recommendations, and college transcripts may be attached to your application.
7. District 1-A drug tests job applicants; failure to submit to and pass a pre-employment drug test, like any other pre-employment investigation, will result in disqualification from employment for one year.
8. When listing employment experience, please list your present or last position first, then work back, including military experience. Account for all periods of unemployment.
9. Applications must be submitted to Denton County Fresh Water Supply District 1-A on or before the closing date of the position. Mailed applications may be sent to: 2540 King Arthur #220, Lewisville, TX 75056-5833. Applications submitted or postmarked after the closing date will not be considered.
10. You will normally be contacted by telephone only if the hiring department selects you as a finalist for the position. The telephone number listed on the front of your application will be used to contact you. Inability to contact an applicant due to a wrong number or repeated calling with no one answering may delay consideration and could mean loss of employment opportunities.
11. Under the Immigration Reform and Control Act of 1986, all applicants hired must provide proof of employment eligibility and identification within three working days of employment.
12. You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to perform the job. On the other hand, if you want Denton County Fresh Water Supply District 1-A to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment during an interview and suggest what kind of

accommodation that you believe would be appropriate. Any information provided will be kept confidential and solely in accordance with the Americans With Disabilities Act. The failure to disclose that information will not disqualify you from employment or otherwise adversely affect your employment opportunities with Denton County Fresh Water Supply District 1-A.

Application date \_\_\_\_\_ Job code (see job description) \_\_\_\_\_

Position applied for \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Social Security Number

Address \_\_\_\_\_  
Street Apt # City State Zip

Telephone (include area code) \_\_\_\_\_

May we contact you at your business? Yes No If "Yes", telephone number \_\_\_\_\_

If the position you are applying for requires driver's license, please list below:

State	Class	Driver's License Number	Expiration Date	State	Class	Driver's License Number	Expiration Date
	A				CDL-A		
	B				CDL-B		
	C				CDL-C		

Have you ever (if you answer "Yes", enter the type and date of conviction below)?

Been convicted of a crime other than a minor traffic violation? Yes No \_\_\_\_\_

Been placed on probation? Yes No \_\_\_\_\_

Been placed on deferred adjudication? Yes No \_\_\_\_\_

Have you ever worked for District 1-A? Yes No \_\_\_\_\_

If "Yes", state your previous position, date of termination, and reason for leaving below:

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## Education

TYPE	NAME	CITY	STATE	DATES ATTENDED		SELECT LAST YEAR COMPLETED		DIPLOMA / DEGREE OBTAINED
				FROM	TO			
HIGH SCHOOL				N/A	N/A	9	10	Yes
						11	12	No
*COLLEGE						1	2	Yes
						3	4	No
*GRADUATE SCHOOL						1	2	Yes
						3	4	No
OTHER								Yes
								No

**\*Certified copy of College Transcript and copy of diploma is required prior to final selection.**

Please list below any special licenses, professional registrations or credentials you possess:

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List any additional skills, professional and/or technical knowledge, or volunteer work experience that would support your application:

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Computer Skills:    Word        Excel        Power Point        Other (please list) \_\_\_\_\_

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Are you presently employed? Yes    No

If "Yes", may we contact your current employer? Yes    No

May we contact your former employer(s)? Yes    No

If "No", please list below the employers which you do not wish us to contact and why:

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Have you ever been discharged (fired) from a job? Yes    No

If "Yes", list below the employer(s) you were discharged from and why:

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Dates Employed		Company Name _____			
From Mo/Yr		Telephone _____			
To Mo/Yr		Job Title _____			
Total Time		Street Address _____			
City _____		State _____		Zip _____	
Gross Monthly Salary		Starting \$ _____		Final \$ _____	
Immediate Supervisor _____		Title _____			
Type of Employment	Full time	Part time	Seasonal	Temporary	
Duties _____					
Reason for leaving _____					
Dates Employed		Company Name _____			
From Mo/Yr		Telephone _____			
To Mo/Yr		Job Title _____			
Total Time		Street Address _____			
City _____		State _____		Zip _____	
Gross Monthly Salary		Starting \$ _____		Final \$ _____	
Immediate Supervisor _____		Title _____			
Type of Employment	Full time	Part time	Seasonal	Temporary	
Duties _____					
Reason for leaving _____					

Explain, in detail, any lapses in the time above due to unemployment or other reasons:

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Certification: I, \_\_\_\_\_, certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand any false statements made herein void this application and any actions based on this application and/or background check, drug, test, physical, and driving record, when deemed necessary by Denton County Fresh Water Supply District 1-A.

I further understand and agree that I may be required to submit to a pre-employment physical examination, by a licensed physician, to confirm my ability to perform the essential functions of any position offered to me by Denton County Fresh Water Supply District 1-A with or without reasonable accommodations; information obtained regarding my medical condition or history shall be collected and maintained on separate forms and in separate medical files and shall be treated as confidential except that relevant supervisor/managers may be informed regarding necessary restrictions and/or accommodations. The results of any such physical examinations shall be used only in accordance with the Americans With Disabilities Act.

I understand and agree that Denton County Fresh Water Supply District 1-A is an at-will employer and nothing contained in this employment application, Denton County Fresh Water Supply District 1-A policies and procedures, or anything stated in an employment interview or letter offering employment shall be construed to create a contractual employment relationship or property interest; no supervisor has the authority to modify the at-will status of employment. Any such modifications must be in writing and signed by the General Manager.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Professional References

You must list at least three professional references below:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Job Title \_\_\_\_\_ Company/Employer \_\_\_\_\_

Email Address \_\_\_\_\_ Professional Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Job Title \_\_\_\_\_ Company/Employer \_\_\_\_\_

Email Address \_\_\_\_\_ Professional Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Job Title \_\_\_\_\_ Company/Employer \_\_\_\_\_

Email Address \_\_\_\_\_ Professional Relationship \_\_\_\_\_



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<u>Applicant's Signature</u>	<u>Date</u>
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Denton County Fresh Water Supply District 1-A is self-insured. It is a business necessity for Denton County Fresh Water Supply District 1-A to hire only applicants that are safe drivers and who maintain a good driving record. The questions listed below are intended to ensure all applicants meet at least the minimum driving record requirements, as outlined in the Denton County Fresh Water Supply District 1-A Administrative Policy.

The position you are applying for may require driving a vehicle as a function of the job. Denton County Fresh Water Supply District 1-A will conduct a driver's license record check to verify your eligibility to drive for Denton County Fresh Water Supply District 1-A. Please provide the information indicated below to facilitate this driver's license check.

**If the position(s), for which you are applying, DOES NOT require you to drive a vehicle, you are not required to complete questions 1 through 3.**

1) Has your driver's license been suspended or revoked in the last five (5) years?    Yes    No  
If "Yes", provide the details: \_\_\_\_\_

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2) How many traffic accidents have you been involved in (regardless of the amount of damage) where you were the driver of a vehicle (whether or not the accident was reported/investigated by the police, reported to the State, or to an insurance company) in the last three (3) years? \_\_\_\_\_

3) List the number and type of traffic violations for which you have received a traffic citation (including ones in which you took defensive driving or received deferred adjudication) in the last three (3) years.

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**Please continue on to page 9**

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**\*\* OFFICE USE ONLY \*\***

**Applicant Scores**

Data entry score _____	Language _____
Typing score #1 _____	Typing score #2 _____
Other #1 _____	Other #2 _____

**Education Verification**

School	Degree obtained	Date completed

**Reference Verification**

Reference name	Comments

Notes \_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

## Supplemental Work & Personal History

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The following information is for **Human Resource use ONLY**, these forms will not be forwarded to the department in which you are applying.

**Instructions:** Answer **all** questions. Omitted questions will be grounds for disqualification of your application. Falsification of information is grounds for disqualification of your application or immediate termination of employment. All certification statements agreed to on the Denton County Fresh Water Supply District 1-A application for employment apply to information given here.

*Within the last five (5) years, have you ever been disciplined or discharged by an employer for:*

**Yes No Discharged Disciplined**

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Absenteeism

Tardiness

Job abandonment

Other attendance

Related problems

Fighting

Assault

Insubordination

Violating safety rules

Missed more than 7 scheduled work days in any 1 of the last 3 years  
(excluding vacation(s) or absences related to a serious health condition)?

Explain any "Yes" responses given above \_\_\_\_\_

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*Have you ever been disciplined or discharged by an employer for:*

**Yes No Discharged Disciplined**

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Theft

Being under the influence of alcohol or drugs at work

Possession of alcohol or drugs while at work

Sale of alcohol or drugs at work

Unauthorized removal of employer's property

Falsifying employment and/or education information

Explain any "Yes" responses given above: \_\_\_\_\_

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**Yes No**

Have you ever been convicted of a crime, excluding minor traffic offenses?

Have you ever been placed on deferred adjudication?

Are you currently on probation?

Have you failed or refused a pre-employment drug/alcohol test in the last 2 years?

Explain any "Yes" responses given above: \_\_\_\_\_

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**Equal Employment Opportunity Statistical Tracking Information**

The following information is for Human Resource use ONLY. Please complete this form and include it with your application.

Name \_\_\_\_\_ Gender Male Female

Position \_\_\_\_\_ Job code (see job description) \_\_\_\_\_

Ethnic origin White Black Hispanic Asian/Pacific Islander American Indian/Alaskan Native

Other (please list) \_\_\_\_\_

Recruitment source Job flyer Job posting Professional Journal Jobs & Careers

Lewisville Leader Denton Record Chronicle/Grapevine Sun Dallas Morning News

Other newspaper (please list) \_\_\_\_\_ Internet (please list site) \_\_\_\_\_

District employee: Employee name \_\_\_\_\_