Application for Employment

South Dearborn Regional Sewer District

South Dearborn Regional Sewer District is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT**. Complete the entire application. You may attach a resume, but you must still

Complete all questions; or your application will be deemed incomplete and may not be considered. Please fill

out each box (do not indicate “See Resume.”). Applications with missing or invalid job numbers will not

be considered for any position.

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| Position Applying For:  JOB #: | Name (Last, First, Middle): | | | | | | Other names under which you have attended school or been employed: |
| Street Address: | | | | City, State & Zip: | | |  |
| Social Security Number: | | Home Phone: | | | Work Phone: | | Other Phone: |
| Are you eligible to work in the United States? | | | Yes  No | | | E-mail address: | |
| Are you 18 years of age or older? | | | Yes  No | | | If NO, what is your current age? | |
| Are you currently employed at South Dearborn Regional Sewer District | | | Yes   No | | | If YES, what is your current job title & department? | |
| Have you ever been employed by South Dearborn Regional Sewer District | | | Yes No | | | If YES, dates of employment & reason for leaving: | |
| Are you related to any current company employee? | | | Yes  No | | | If YES, their name & their relationship to you? | |
| If required for position, do you have a valid driver’s license? | | | Yes  No | | | If YES, State of issuance, license #, and expiration date: | |
| How did you learn about this employment opportunity? Check all that apply:  Ad in *newspaper*  Job Bulletin (Posting) /Walk-in Website  Dept. of Labor   Ad in *magazine*  Referral by employee Other: | | | | | | | |

## EDUCATION

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| --- | --- | --- | --- | --- | --- | --- |
| Name of School | City/State | **Did you graduate?** | **If No, # of years left to graduate** | **If Yes, date of Graduation** | **Degree received** | **Major** |
| High School: |  | Yes  No |  |  |  |  |
| GED: |  | Yes  No |  |  |  |  |
| Other School: |  | Yes  No |  |  |  |  |
| College: |  | Yes  No |  |  |  |  |
| College: |  | Yes  No |  |  |  |  |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying. | | | | | | |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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**WORK EXPERIENCE**-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation “See Resume.”

**PLEASE NOTE**: South Dearborn Regional Sewer District reserves the right to contact all current and former employers for reference information.

|  |  |  |
| --- | --- | --- |
| Dates Employed (most recent position)  From:       To | Full time  Part-time  If part-time, # hrs./wk: | Title: |
| Starting Salary: | Organization Name and Address: | |
| Final Salary: |
| Supervisor’s Name, Title and Phone #: | Other Reference Name, Title and Phone #: | Contact my current references:  At any time  Only if I am a finalist candidate |
| Primary duties: | | Reason for Leaving: |
| Dates Employed (most recent position)  From:       To | Full time  Part-time  If part-time, # hrs./wk: | Title: |
| Starting Salary: | Organization Name and Address: | |
| Final Salary: |
| Supervisor’s Name, Title and Phone #: | Other Reference Name, Title and Phone #: | Contact my current references:  At any time  Only if I am a finalist candidate |
| Primary duties: | | Reason for Leaving: |

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully

complete the form, or misrepresentation or omission of facts represents grounds for elimination from consideration for employment, or termination after

employment if discovered at a later date. I authorize SDRSD. to investigate, without liability, all statements contained in this

application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection

with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening

for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of

employment, if tendered, does NOT constitute a contract for continued guaranteed employment.

If employed, I will be required to furnish proof of eligibility to work in the United States. I understand that if employed on a temporary basis, I would be

paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that the first THREE MONTHS of regular employment

represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_