

Charlotte Harbor Water Association, Inc.

2515 Highlands Road • Harbour Heights, FL 33983 • phone (941) 625-2288 • fax (941) 625-9584

APPLICATION FOR EMPLOYMENT

Applicant Information:

Applicant Name _____
Home Phone () _____
Cell () _____

Current Address:
Number and street _____
City _____
State & Zip _____

Employment Positions

Position(s) applying for: _____

What days and hours are you available for work? _____

Can you work on the weekends? Y _____ N _____

Can you work evenings? Y _____ N _____

Are you available to work overtime? Y _____ N _____

If hired, on what date can you start working? ____/____/____.

Personal Information:

Have you ever applied to work for this Company before Y _____ N _____

If yes, please explain (include date): _____

If hired, would you have transportation to/from work? Y _____ N _____

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) Y _____ N _____

If hired, would you be able to present evidence of your U.S. Citizenship or proof of your legal right to work in the United States? Y _____ N _____

If hired, are you willing to submit to and pass a controlled substance test? Y _____ N _____

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodations? Y _____ N _____

If no, describe the functions that cannot be preformed. _____

(Note: Company complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been arrested for a criminal offense (felony or misdemeanor)? Y ___ N ___

If yes, please describe the crime – state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training and Experience

High School:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? Y _____ N _____

Degree / diploma earned: _____

College / University:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? Y _____ N _____

Degree / diploma earned: _____

Vocational School:

Name: _____

Address: _____

City, state, zip: _____

Number of years completed: _____

Did you graduate? Y _____ N _____

Degree / diploma? _____

Military:

Branch: _____

Rank in Military: _____

Total years of Service: _____

Skills/duties: _____

Related details: _____

Employment History:

Present or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Y _____ N _____

I certify that information contained in this application is true and complete.
I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____