

Possum Kingdom Water Supply Corporation

1170 Willow Road
Graford, Texas 76449
Possum Kingdom Lake
(940)779-3100

Application for Employment

The Possum Kingdom Water Supply Corporation (PKWSC) considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, disability, age, marital or veteran status, or any legally protected status.

(Please Print)

Last Name	First	Middle	Date
Address			Home Telephone ()
City, State, Zip			Business Telephone ()
Position Applied For: <i>(Applications are accepted for open positions only and will not be retained for future openings)</i>			Social Security No.
Are you a citizen or otherwise authorized to work in the United States on an unrestricted basis?			Expected Salary
What days and hours are you available to work?			Expected Salary
On what date would you be available to begin work?			
State names of relatives who work for the PKWSC or serve on the Board of Directors.			
May we contact your present employer?			
Have you been convicted of a felony crime in the past ten years, including deferred adjudication? If "Yes", describe in full:			

Employment Experience

Company Name and Address <i>(Begin with current or most recent employer.)</i>	Employed (Month/Year) From _____ to _____ Salary (per month) Start _____ to _____
Name of Supervisor:	Telephone ()
State Job Title and Duties:	Reason for Leaving:

Company Name and Address <i>(Begin with current or most recent employer.)</i>	Employed (Month/Year) From _____ to _____ Salary (per month) Start _____ to _____
Name of Supervisor:	Telephone ()
State Job Title and Duties:	Reason for Leaving:

Company Name and Address <i>(Begin with current or most recent employer.)</i>	Employed (Month/Year) From _____ to _____ Salary (per month) Start _____ to _____
Name of Supervisor:	Telephone ()
State Job Title and Duties:	Reason for Leaving:

If you need additional space, please continue on a separate sheet of paper.

Have you ever been discharged by an employer? If "Yes", give date, company and reason.

Education

School	Name & Location of School	Course of Study	Graduated?
Grade/Elementary			
High School			Yes: Date ____ / ____ No: (month/year)
College			Yes: Date ____ / ____ No: (month/year)
Other			

Specialized Skills

<p align="center"><u>Office/Computer</u></p> <p>____ Typing _____ (wpm)</p> <p>____ IBM/IBM Compatible PC</p> <p>____ Macintosh</p> <p>____ Other Computers</p> <p>List all software you are able to use proficiently:</p>	<p align="center"><u>Building/Maintenance</u> <i>(check only if proficient)</i></p> <p>Welding _____ Carpentry _____</p> <p>Plumbing _____ Mechanic _____</p> <p>Instrumentation _____</p> <p>Other _____ <i>(Describe)</i></p> <p align="center"><u>Machine Operation</u></p> <p>Welder _____ Front End Loader _____</p> <p>Backhoe _____ Blade Tractor _____</p> <p>Dump Truck _____ Other _____ <i>(Describe)</i></p>
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Certifications/other Qualifications

Describe any specialized training, apprenticeship or skills. Please include membership in professional associations.

List all water and wastewater certificates (include Certificate #'s) with grade:

References:
(List 3 personal references—omit relatives)

Name _____ Telephone _____
Address _____ Occupation _____
City, State, Zip _____ Length of time known _____

Name _____ Telephone _____
Address _____ Occupation _____
City, State, Zip _____ Length of time known _____

Name _____ Telephone _____
Address _____ Occupation _____
City, State, Zip _____ Length of time known _____

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that any employment relationship with the PKWSC is at will, which means that the Employee may resign at any time and Employer may discharge the Employee at any time with or without cause. It is further understood that this at will employment relationship may not be changed by any written document or oral communication unless such change is specifically acknowledged in writing by the Board of Directors of the Possum Kingdom Water Supply Corporation.

I understand that Possum Kingdom Water Supply Corporation requires pre-employment drug and alcohol screening.

Signature of Applicant

Date