



APPLICATION FOR EMPLOYMENT

Parkersburg Utility Board
125 19th Street
Parkersburg, WV 26101

The Parkersburg Utility Board considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, veteran status, protected veteran or disable status, genetic information, marital status, the presence of non-job related medical condition or handicap, or any other legally protected status. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Parkersburg Utility Board.

Position applied for _____ Date ____/____/____

Referral source: Walk-in Advertisement Employee
 Relative Employment Agency Other

Name of source _____

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone # (____) ____ - _____

If you are under 18, and it is required, can you furnish a permit? Yes No

Have you ever been employed here before? Yes No

(If yes, please provide: Position _____ Dates From _____ To _____)

Are you legally eligible for employment in this country? Yes No

Date you are available to begin work? _____

Are you available for work? Full-time Part-time
 Temporary Seasonal



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Are you able to meet the attendance requirements of the position? ____ Yes ____ No

Have you ever been convicted of a felony? ____ Yes ____ No

(If yes, please explain: _____)
Conviction will not necessarily disqualify an applicant from employment

Do you possess a valid driver's license? (if required for position) ____ Yes ____ No

Please provide: License # _____ State _____ Expiration Date ____/____/____

Do you possess a valid Commercial Driver's License? ____ Yes ____ No

What Class? _____

Please provide: License # _____ State _____ Expiration Date ____/____/____

(post high school) High School Diploma or G.E.D ____ Yes ____ No

SCHOOL	YEARS COMPLETED	DEGREE/DIPLOMA

Describe any specialized training, apprenticeship, technical skills, etc. _____

Clerical Positions: Typing speed _____ WPM

Provide the following information for your past and current employers, assignments or volunteer activities, starting with most recent. Explain any gaps in employment in the comments section.

#1: Employer _____ Telephone # (____) ____ - ____
 Address _____ Employed from _____ to _____
 Job Title _____ Reason for leaving _____



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Supervisor and Title _____ Hourly Rate/Salary
 Starting \$ _____
 Final \$ _____

Duties _____

#2: Employer _____ Telephone # (____) ____ - ____
 Address _____ Employed from _____ to _____
 Job Title _____ Reason for leaving _____
 Supervisor and Title _____ Hourly Rate/Salary
 Starting \$ _____
 Final \$ _____

Duties _____

#3: Employer _____ Telephone # (____) ____ - ____
 Address _____ Employed from _____ to _____
 Job Title _____ Reason for leaving _____
 Supervisor and Title _____ Hourly Rate/Salary
 Starting \$ _____
 Final \$ _____

Duties _____

#4: Employer _____ Telephone # (____) ____ - ____
 Address _____ Employed from _____ to _____
 Job Title _____ Reason for leaving _____
 Supervisor and Title _____ Hourly Rate/Salary
 Starting \$ _____
 Final \$ _____

Duties _____

#5: Employer _____ Telephone # (____) ____ - ____
 Address _____ Employed from _____ to _____
 Job Title _____ Reason for leaving _____
 Supervisor and Title _____ Hourly Rate/Salary
 Starting \$ _____
 Final \$ _____

Duties _____

COMMENTS: _____



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Skills and Qualifications – Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

List professional, trade, business or civil associations and any offices held (exclude memberships which could reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status):

Organization	Offices Held
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

List name and telephone number of three business/work references who are not related to you and are not current or previous supervisors:

Name	Telephone #	Years known
1. <hr/>	(____) ____ - ____	<hr/>
2. <hr/>	(____) ____ - ____	<hr/>
3. <hr/>	(____) ____ - ____	<hr/>

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.



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The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only six (6) months. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to update this application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand it is the Board's policy not to refuse to hire a qualified individual with a disability because that person's need for reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date _____

Arrange Interview Yes No

Interview Date _____ Time _____

Remarks: _____

Employed Yes No Date of Employment _____

Position _____ Grade _____ Salary _____

Signature _____ Date _____

Title _____