



EMPLOYMENT APPLICATION

- An Equal Opportunity Employer -

INSTRUCTIONS: Please print clearly. Answer all questions accurately and completely. Your application will remain active for 90 days. Mail to: P.O. Box 2048, Huntsville, AL 35804, Attn: Human Resources

PERSONAL DATA

NAME (LAST)	(FIRST)	(MIDDLE)	HOME TELEPHONE ()
ADDRESS (NUMBER)	(STREET)	CELL TELEPHONE ()	
(CITY)	(STATE)	(ZIP)	TELEPHONE 8 AM - 5 PM ()
POSITION DESIRED	DATE AVAILABLE	EMAIL ADDRESS	SALARY DESIRED

Have you worked or attended school under any other name? Yes No

If yes, name(s) _____

Are you age 18 or over? Yes No

Do you have a legal right to work in the United States? Yes No

Do you have any relatives employed here? Yes No

If yes, name(s) _____ Relationship _____

Were you ever employed at Huntsville Utilities before? Yes No

If yes, give job title and employment dates _____

Have you been cited for any traffic violations or been involved in any vehicle accidents over the last 5 years?

Yes No

If yes, explain _____

Are you able to satisfy the following work schedules?

Shift work Yes No Rotational work Yes No

Overtime work Yes No Occasional weekend work Yes No

Have you ever been convicted of a felony? Yes No

(A conviction will not necessarily bar employment.)

If yes, explain _____

State briefly and frankly your reasons for seeking employment with Huntsville Utilities.

EDUCATION/TRAINING

Circle Highest Grade Completed:

1 2 3 4 5 6 7 8 9 10 11 12

Did you receive a high school diploma?

Yes No

If not, have you passed a high school equivalency exam?

Yes No

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	CREDIT HOURS COMPLETED	MAJOR	DEGREE	OVERALL GRADE POINT
HIGH SCHOOL	_____				A =
COLLEGE/ UNIVERSITY	_____				A =
	_____				A =
BUSINESS/ TRADE	_____				A =

Special Study Courses: (Technical Schools, On-Line Courses, Seminars, Night School, Etc.)

SKILLS

Do you have experience dealing with the public? Yes No

If yes, please explain: _____

OFFICE

- Typing _____ WPM
- PC Skills (List) _____
- _____
- Switchboard
- Calculator

FIELD

- Backhoe
- Air Tools
- Forklift
- Dump Truck
- Trencher
- Front-end Loader
- Welder, type _____
- Bucket Truck
- Hole Digger
- Crane
- Chain Saw
- CDL

List any other skills, foreign languages, certifications, licenses, etc. that would qualify you for employment:

Community/Volunteer Experience: _____

MILITARY RECORD

SERVICE BRANCH	INITIAL RANK	FINAL RANK	SPECIALTY
WORK RELATED SPECIALTY TRAINING			RETIRED: Yes <input type="checkbox"/> No <input type="checkbox"/>

EMPLOYMENT RECORD

List previous jobs starting with your present or most recent one. Please describe duties as completely as space allows. (Attach separate sheet if needed.) **Note: Following is required to be completed.**

Employer		Dates Employed		Work Performed
		From	To	
Address		mo/yr	mo/yr	
Telephone Number (s) /e-mail		Salary		
		Starting	Final	
Job Title	Supervisor	Hrly	Hrly	
Reason For Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address		mo/yr	mo/yr	
Telephone Number (s) /e-mail		Salary		
		Starting	Final	
Job Title	Supervisor	Hrly	Hrly	
Reason For Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address		mo/yr	mo/yr	
Telephone Number (s) /e-mail		Salary		
		Starting	Final	
Job Title	Supervisor	Hrly	Hrly	
Reason For Leaving				

REFERENCES

Checking references is a part of our pre-employment process. May we contact your present employer: Yes No If No, please explain _____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

1. I certify that the information provided in this application is true and complete to the best of my knowledge.
2. I understand and agree that any material omission or misrepresentation of information provided herein or in any resume I have supplied will be justification for refusal of employment, or if employed, sufficient grounds for immediate termination.
3. I understand I must complete to Huntsville Utilities' satisfaction a job-related medical evaluation, including urinalysis testing for the use of illegal drugs, conducted by the company physician prior to final acceptance for employment. I also hereby consent to such evaluation and testing.
4. I hereby authorize the companies, schools, and people named in this application to give the information requested about my employment, education, or character and release them from liability for damages for giving this information.
5. If I am employed as a result of this application, I will comply with all orders, rules, and policies of the company.

APPLICANT'S SIGNATURE

DATE

DO NOT WRITE BELOW THIS LINE

HUNTSVILLE UTILITIES USE ONLY

INTERVIEWER

DATE

Comments _____

INTERVIEWER

DATE

Comments _____

Huntsville Utilities
Supplemental Applicant Data

To The Applicant:

To aid Huntsville Utilities in its commitment to Affirmative Action, individuals are asked to voluntarily provide the following information. Your assistance is appreciated, and will ensure the success of the Affirmative Action program.

The information provided will be used for statistical analysis only. Employment decisions will not be based on whether or not you provide this information.

DATA

Name (Last, First, Middle)

Social Security Number

Date of Birth

Driver License Number

State

Sex: Male
 Female

Veteran: Yes
 No

Disabled: Yes
 No

Racial or Ethnic Group (Check One)

- White Hispanic or Latino American Indian or Alaska Native
 Black/African American Asian Two or more Races
 Native Hawaiian or other Pacific Islander

**Authorization to Obtain
Credit, Driving Record Information and Background Check**

I understand that, as part of its employee selection process, Huntsville Utilities routinely obtains credit, driving record information and background checks on applicants for employment and on employees applying for promotions. By signing this document, I hereby expressly authorize Huntsville Utilities to obtain information regarding my credit, driving record or background information and that this authorization shall remain on file by Huntsville Utilities for the duration of my employment. It will also serve as an ongoing authorization to procure my credit, driving record or background check at any time during my employment.

I understand that Huntsville Utilities may take adverse action affecting my employment based on my credit, vehicle driving record or background check. If such adverse action is taken, I acknowledge that I will be given a copy of the record upon which the adverse action is taken and that I will be advised of my rights under the Fair Credit Reporting Act.

Signature of Applicant

Date

Social Security Number