

NORTHWESTERN WATER AND SEWER DISTRICT APPLICATION FOR EMPLOYMENT

Personal Information

Name			Date	
Last	First	Middle		
Address				
Street		City	State	Zip Code
Phone Number	Are you 18 years or older?		Referred by	

In case of emergency contact

Name	Phone
Social Security Number	Ohio Driver's License Number

List any felonies (including any convictions for a domestic violence offense)

List any DUI, Physical Control and/or Driving Under Suspension Violations within the last 5 years	Date	Offense	Court
	Date	Offense	Court

Employment Desired

Position	Date you can start	Salary Desired
Have you ever applied to the District before?	Which office or department?	When?

Names of any relatives currently employed by Wood County

Given the essential functions of the job classification for which you have applied, are you capable of performing those duties and functions in a reasonable manner? YES NO

Do you request any reasonable accommodations to perform these duties and functions? YES NO

If so, what are they? _____

(A copy of the job classification, which includes the essential functions of the job, is available for review.)

Education

	Name and Location of School	No. of years attended	If hired, can you furnish proof of graduation or G.E.D.?
High School			
College			
Trade or Business School			

* The law prohibits discrimination on the basis of age with respect to individuals who are 40 years of age or older.

Special training, skills, licenses, and or certificates that may qualify you as being able to perform the essential functions of the job for which you are applying: _____

Branch of U.S Military Service _____ Years of Service _____

Personal References

Persons who have known you for at least one year (not including former employers or relatives)

Name and Occupation	Address	Telephone	Years Known

The District is an equal opportunity employer and upon request will attempt to provide reasonable accommodations for any disabled person.

Employment History

Are you currently employed?

Yes Full-time

Yes Part-time

No

List below present and past employment, beginning with your most recent. Must be complete.

Business	From	To	Reason for Leaving
Address	Salary		
Type of Business	Describe job duties:		
Telephone			
Supervisor			
Position			

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Address	Salary		
Type of Business	Describe job duties:		
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Position			

If you do not wish us to contact a particular employer, please indicate which one. _____

I certify that the facts contained in this application are true and complete to the best of my knowledge. If employed, I understand falsified statements on this application may be grounds for dismissal. I authorize investigation of all statements contained herein. I authorize you to contact any reference listed above to provide you with any and all information concerning my previous employment and any other pertinent information. I release all parties from all liability for any damage that may result from furnishing such information to you.

Sworn to before me and signed in my presence
this _____ day of _____, 20_____

(seal)

Applicant's Signature

Notary's Signature

Notary Public, State of Ohio

(typed or printed name)

My commission expires on _____

EQUAL EMPLOYMENT OPPORTUNITY DATA SHEET

CONFIDENTIAL

Northwestern Water & Sewer District

12560 Middleton Pike

PO Box 348

Bowling Green, OH 43402

TO ALL APPLICANTS

The Northwestern Water & Sewer District is an Equal Opportunity/Affirmative Action employer and complies with applicable federal and state regulations. We are requesting that you provide us with the information indicated below, your responses are strictly voluntary. This information is kept for statistical reporting and Federal Equal Employment requirements. It is treated in a highly confidential manner.

INSTRUCTIONS

Indicate the appropriate response for items A-E (definitions of categories are on the reverse side of this form).

A. Ethnic/Racial Category

_____ White, not Hispanic (W); _____ Black, not Hispanic (B); _____ Hispanic (H);

_____ American Indian or Alaskan Native (A) _____ Asian or Pacific Islander (P)

B. Sex

_____ Female (F) _____ Male (M)

C. Veteran Status

_____ Not a Veteran (NV) _____ Veteran (V)

_____ Vietnam Era Veteran (VV) _____ Disabled Veteran (D)

D. Are You Disabled?

_____ Yes _____ No

E. Method of referral for employment at the Northwestern Water & Sewer District

_____ Newspaper Advertisement _____ Ohio Bureau of Employment Services

_____ Employee Referral _____ Came on own initiative

_____ Other (specify) _____

DEFINITIONS

HISPANIC:

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

BLACK, NOT OF HISPANIC ORIGIN:

A person having origins in any of the black racial groups of Africa who is not of Hispanic origin.

ASIAN OR PACIFIC ISLANDER:

A person having origins in any of the original peoples of the Far East, Indian subcontinent, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Island, and Samoa.

AMERICAN INDIAN OR ALASKAN NATIVE:

A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

WHITE, NOT HISPANIC ORIGIN:

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East who is not of Hispanic origin.

DISABLED INDIVIDUAL:

Any person who (1) has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment; (3) is regarded as having such an impairment. Major life activities are defined as caring for oneself, performing manual tasks, walking, speaking, breathing, learning, and working.

VETERAN:

A person who served in the U.S. armed forces and who was discharged with other than a dishonorable discharge.

VETERAN OF VIETNAM ERA:

A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and who was discharged or released with other than a dishonorable discharge, or who was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975, and who was discharged or released within 48 months preceding an alleged violation of the Vietnam Era Veterans Readjustment Assistance Act.

DISABLED VETERAN:

A person entitled to disability compensation under laws administered by the Veterans= Administration for disability rated 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.