



Acton Municipal Utility District

6420 Lusk Branch Court
Granbury, Texas 76049

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, national origin, veteran or military status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

Date: _____

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone Number: _____ Are you 18 years of age or older? YES NO

Referred By: _____

EMPLOYMENT DESIRED

Position: _____ Date You Can Start: _____ Salary Desired: _____

Are You Employed Now? YES NO If So May We Inquire of Your Present Employer? YES NO

Ever Applied to this Company Before? YES NO Where? _____ When? _____

EDUCATION

	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
Grammar School	_____		<input type="checkbox"/> YES <input type="checkbox"/> NO	
High School	_____	1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
College	_____	1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Trade, Business or Correspondence School	_____	1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

GENERAL

Subjects of Special Study or Research Work: _____

Job Related Skills, Certificates or Licenses (typing, driver's license, etc.): _____

FORMER EMPLOYERS List below your last four employers, starting with the last one first.

Date Month and Year	Name, Address and Phone Number of Employer	Salary (upon leaving)	Position	Reason for Leaving
From				
To				
From	May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, why? _____			
To	May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, why? _____			
From				
To				
From	May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, why? _____			
To	May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, why? _____			
From				
To				
From	May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, why? _____			
To	May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, why? _____			

Please account for any gaps in employment: _____

REFERENCES:

Name	Email	Phone Number	Type of Acquaintance	Years Acquainted
1				
2				
3				

If you are to be hired by Acton Municipal Utility District, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be employed by Acton Municipal Utility District if you cannot comply with these requirements.

CRIMINAL BACKGROUND

Have you ever been convicted, or pled guilty, or no contest to a felony offense? YES NO

If so please explain:

For purposes of employment with Acton Municipal Utility District, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Acton Municipal Utility District ("AMUD").

I understand that any employment is conditioned on a background check. I authorize AMUD to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to AMUD, without giving me prior notice of such disclosure. In addition, I release AMUD, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree to immediately notify AMUD if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment, if hired.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or AMUD. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon AMUD unless made in writing by an authorized individual.

I understand that if I receive a conditional offer of employment into a special risk or safety-sensitive position, I may be subject to a pre-employment drug test before starting work and will be required to sign an authorization for the drug test and the release of the results of the test to AMUD. If employed, I also understand that I may be required to submit to a drug test at times deemed necessary and appropriate by AMUD and as permitted by law. I understand that my employment or continued employment is contingent upon satisfactory drug test results, as permitted by law.

I understand that if I receive a conditional offer of employment into a special risk or safety-sensitive position, I may be subject to a pre-employment medical examination before starting work and will be required to sign an authorization for the examination and the release of the results of the examination to AMUD. If employed, I also understand that I may be required to submit to a medical examination at times deemed appropriate by AMUD and as permitted by law. I understand that my employment or continued employment is contingent upon my ability to meet the qualifications for the position, with or without reasonable accommodation, to the extent permitted by law.

I understand that filling out this form does not indicate there is a position open and does not obligate AMUD to hire me. If hired, I agree to abide by all AMUD work rules, policies and procedures. AMUD retains the right to revise its policies or procedures, in whole or in part, at any time.

Date: _____ **Signature** _____