



Application for Employment

Position Applied for: _____

Application Date: _____

Applicant Information

First Name: _____ Middle Initial: _____ Last Name: _____

Street Address: _____

City, State, and Zip: _____

Phone Number: _____ Email Address: _____

General Information

Have you ever been employed with Cleveland County Water? ☐ Yes ☐ No

If yes, list dates of service and department: _____

Are you related by blood or marriage to any CCW employee or commissioner? ☐ Yes ☐ No

If yes, give name, relationship and department: _____

Are/were you a member of the U.S. Armed Forces? ☐ Yes ☐ No

If yes, please provide the branch of service: _____

Have you ever been convicted of or pled guilty to a crime? ☐ Yes ☐ No

If yes, please explain each conviction, nature of offense, date(s) of conviction, sentence and type(s) of rehabilitation (if any). Please include any major traffic violations. _____

Note: A conviction will not automatically bar you from employment.

Completed application may be submitted as follows:

Mail: P.O. Box 8, Shelby, NC 28151

Email: personnel@clevelandcountywater.com

Submit in person: 715 Polkville Rd., Shelby, NC 2150

Education

High School Name: _____ City/State: _____

Did you graduate? ☐ Yes ☐ No *If no, do you have a High School Equivalency (GED)?* ☐ Yes ☐ No

Additional Education	Name	City and State	Degree/Certification Received
College or University			
Graduate or Professional			
Other Education			

Please provide any additional skills or certifications you may have relevant to the position for which you are applying.

Employment History

Record your complete work history in the spaces below. Begin with your current or most recent employer first. Attach additional sheets as needed. Be sure to account for gaps in your employment history. Please complete the employment history even if a resume is attached. Related volunteer experience should also be listed.

Current or Most Recent Employment

Job Title: _____ From ___/___/___ To ___/___/___

Employer or Company: _____ Phone #: _____

Address: _____

Supervisor name and title: _____

☐ Full-Time ☐ Part-Time *If part time, please provide the number of hours worked per week* _____

Duties: _____

Reason for leaving: _____

If currently employed, may we contact? ☐ Yes ☐ No

Next Most Recent Employment

Job Title: _____ From ____/____/____ To ____/____/____

Employer or Company: _____ Phone #: _____

Address: _____

Supervisor name and title: _____

☐ Full-Time ☐ Part-Time *If part time, please provide the number of hours worked per week* _____

Duties: _____

Reason for leaving: _____

Next Most Recent Employment

Job Title: _____ From ____/____/____ To ____/____/____

Employer or Company: _____ Phone #: _____

Address: _____

Supervisor name and title: _____

☐ Full-Time ☐ Part-Time *If part time, please provide the number of hours worked per week* _____

Duties: _____

Reason for leaving: _____

References

Please provide names and contact information for three (3) people who are not related to you and who have a definite knowledge of your ability to perform the job for which you are applying. ***Do not repeat the names of supervisors included in your employment history above.***

Name: _____ Phone #: _____

Email Address: _____

Name: _____ Phone #: _____

Email Address: _____

Name: _____ Phone #: _____

Email Address: _____

Read Carefully before Submitting

I certify that all answers and statements on this application are true and complete. I understand that any falsification, omission, or misrepresentation of facts in this application, in connection with any aspect of the hiring process, will be cause for either the rejection of this application or for my discharge if I have been hired.

I understand that my employment may be contingent upon my passing a physical examination. I also understand that future examinations may be required by Cleveland County Water. I am aware that Cleveland County Water requires screening for drugs as part of its pre-employment testing and that I may be required to take future examinations for drugs and/or alcohol, in accordance with Cleveland County Water policy.

I authorize Cleveland County Water to make any inquiry or investigation deemed necessary to consider my employment application. This may include contacting former employers and criminal records check. I understand that conviction of a crime will not automatically bar my employment. I may still be eligible for employment if Cleveland County Water determines my conviction could have no bearing to the job for which I am applying.

I authorize former employers and schools to release all information Cleveland County Water requests from them concerning my academic records, job performance, attendance, personal evaluation, or other related information. I release all parties which may provide information regarding my application from liability and/or damages.

If my employment with Cleveland County Water terminates for any reason, I authorize Cleveland County Water to release all information and to answer any inquiries regarding my employment, performance, and the reasons for my termination.

I understand that if I am employed my employment will include a probationary period. During and after the probationary period my employment is "at will;" it can be terminated at any time by me or Cleveland County Water. I also understand that the terms, policies, procedures, and rules of employment are not guaranteed. They are subject to change at any time by Cleveland County Water.

Although I may be employed for a specific work schedule, I understand Cleveland County Water does not guarantee my work schedule and may alter it as necessary.

I understand this application is current for only the specified job I am applying for. I will complete a new application should I not be hired for the applied for position if future job opportunities become available that I may be interested in.

Signature

Date