



KERRVILLE PUBLIC UTILITY BOARD

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**KERRVILLE PUBLIC UTILITY BOARD (KPUB)
APPLICATION FOR EMPLOYMENT**

Conditions of employment are stated at the end of this form.
Please read carefully before you sign this application.
(Application must be completed in full even if attaching a resume).

POSITION APPLIED FOR _____

DATE OF APPLICATION _____

PERSONAL

Name: _____ SSN: _____

Driver's License: _____ State Issued: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Are any of your relatives presently employed with KPUB? Yes No

If yes, name of relative: _____

Have you ever worked for KPUB before? Yes No

GENERAL INFORMATION

If you are under age 18, please state your age: _____

Only U.S. Citizens or Aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes No

Have you ever been convicted of a crime or violation other than a minor traffic infraction? Yes No

(A conviction record will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account)

If yes, please explain: _____

Are you available to work: Days Nights Weekends Full Time

If you cannot work full time, please explain: _____

Note: Work Schedules are based upon the needs of the business and may be subject to change on a weekly basis.

Salary Desired: _____

When would you be available to begin work? _____

EMPLOYMENT:

May we contact your current employer Yes No

Please list at least the last 10 years of employment. List your current or last employer first.

1. EMPLOYER

Name of Company: _____

Address: _____

Telephone Number: _____ Position: _____

Dates of Employment: From _____ Mo/Yr To _____ Mo/Yr

Salary: _____ Supervisor: _____

Duties: _____

Reason for Leaving (Please explain): _____

2. EMPLOYER

Name of Company: _____

Address: _____

Telephone Number: _____ Position: _____

Dates of Employment: From _____ Mo/Yr To _____ Mo/Yr

Salary: _____ Supervisor: _____

Duties: _____

Reason for Leaving (Please explain): _____

3. EMPLOYER

Name of Company: _____

Address: _____

Telephone Number: _____ Position: _____

Dates of Employment: From _____ Mo/Yr To _____ Mo/Yr

Salary: _____ Supervisor: _____

Duties: _____

Reason for Leaving (Please explain): _____

4. EMPLOYER

Name of Company: _____

Address: _____

Telephone Number: _____ Position: _____

Dates of Employment: From _____ Mo/Yr To _____ Mo/Yr

Salary: _____ Supervisor: _____

Duties: _____

Reason for Leaving (Please explain): _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Please explain any gaps in work history: _____

Have you ever been discharged from any employment or asked to resign? Yes No

If yes, please explain: _____

EDUCATION:

Type of School	Name and Address of School	Course of Study	Circle last year attended	Graduated	Degree
High School			9 10 11 12	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College			1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate School			1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business Trade Technical Other			1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	

ADDITIONAL EXPERIENCE OR QUALIFICATIONS:

List any other experience, skills or qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment.

ATTENDANCE AND PUNCTUALITY INFORMATION:

Consistent attendance and punctuality are essential requirements of every job at KPUB. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with KPUB? Yes No

If Yes, please explain: _____

REFERENCES:

<u>Professional:</u>	<u>Personal:</u>
Name:	Name:
Address:	Address:
Address:	Address:
Telephone:	Telephone:
Relationship:	Relationship:
How long known:	How long known:
Name:	Name:
Address:	Address:
Address:	Address:
Telephone:	Telephone:
Relationship:	Relationship:
How long known:	How long known:

NOTIFICATION AND AGREEMENT:

Please read before signing.

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (Or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment regardless of when or how discovered.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of KPUB to afford equal opportunity to all employees and applicants for employment without regard to age (40 and over), race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by Federal, State or Local law.

If hired, I agree to abide by all of KPUB's rules and regulations, and understand that, if employed, my employment may be terminated with or without cause and with or without notice, at any time, at the option of either the company or me. I further understand that no representation, whether oral or written by any representative or agent of KPUB, at any time can constitute a contract of employment. I understand that KPUB and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of KPUB has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the General Manager and CEO, or to make any agreement contrary to the foregoing.

I understand that KPUB requires the successful completion of a urinalysis for drug testing purposes and/or a blood alcohol test as a condition of employment. I understand I may be required to undergo a post-offer/pre-employment medical examination. By submitting this Application for Employment, I hereby consent to either or both of said tests, and a post-offer/pre-employment medical examination at KPUB's discretion.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Applicant Signature _____

Date _____

**AUTHORIZATION FOR BACKGROUND INVESTIGATION
&
CONSENT FOR RELEASE OF INFORMATION**

In connection with my application for employment with the Kerrville Public Utility Board (“KPUB”), I authorize KPUB to perform a background investigation on me or to request one by a third party.

I understand that, when considering my application for employment, when making a decision whether to offer me employment, when deciding whether to continue my employment (if I am hired), and when making other employment related decisions directly affecting me, KPUB may wish to obtain and use a “consumer report” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (“FCRA”), which applies to me. As an applicant for employment or employee of KPUB, I am a “consumer” with rights under the FCRA.

A “consumer reporting agency” is a person or business that, for monetary fees, dues or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing “consumer reports” to others, such as KPUB.

A “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” bearing on a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes. A background investigation report of me may contain a variety of information, including verification of my prior employment(s) and dates of employment, academic achievement, professional licenses, credit reports, prior criminal history, civil litigation, social security number verification, driving record, Uniform Commercial Code filings, any liens or judgments, and bankruptcy as a result of a public records search from any federal, state or other agency which might have such records.

I understand that, if KPUB obtains a “consumer report” about me, and if KPUB considers any information in the “consumer report” when making an employment related decision that directly and adversely affects me, I will be provided with a copy of the “consumer report” before the decision is finalized. I may also contact the Federal Trade Commission about my rights under the FCRA as a “consumer” with regard to “consumer reports” and “consumer reporting agencies.”

I authorize and request all persons, schools, public and private entities, credit bureaus, courts, law enforcement agencies, armed forces, employment commissions and all other government agencies to release such information about me without restriction or qualification. I voluntarily waive all recourse against, and release the requested parties from liability for complying with this Authorization & Consent. I understand that the request for Date of Birth is only for the purpose of identifying me for background verification. I authorize a photostat or facsimile of this release to be considered as effective as the original.

By signing below, I hereby voluntarily authorize KPUB to obtain “consumer reports” about me from a “consumer reporting agency” and to consider the “consumer reports” when making decisions regarding my employment at KPUB.

I hereby declare that the answers to the questions on my application papers and during my employment interview are true and correct. I understand that any misstatements of fact or material omission may form the basis for rejection of my application or for my dismissal after employment. If hired, this authorization shall remain on file and shall serve as ongoing authorization for KPUB to procure background investigations at any time during my employment. I release KPUB, its officers, employees and agents from any and all liability for the preparation of any reports concerning myself or my background.

PRINT NAME

SOCIAL SECURITY NUMBER

SIGNATURE

DATE OF BIRTH

TODAY’S DATE



Kerrville Public Utility Board

It is the policy of KPUB to afford equal opportunity to all employees and applicants for employment without regard to age (40 and over), race, religion, color, sex, national origin, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by Federal, State or Local law.

Submission of the following information is voluntary. Data collected will be used for statistical purposes and to measure effectiveness of recruiting efforts. It will **not** be considered when making hiring decisions, and refusal to provide this information will not result in any adverse treatment.

Date: _____

Position applied for: _____

Please identify where you learned of this employment opportunity with KPUB:

- Newspaper
- Employee Referral
- Temporary Service
- State Employment Service
- Other: _____

Gender: Male Female

Race/Ethnicity: Please check one of the descriptions below corresponding to the ethnic group with which you most identify with. You may check **only one** box.

- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American:** a person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or other Pacific Islander:** a person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian:** a person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races:** a person who identifies with more than one of the above races.

- Veteran Non-Veteran

Thank you for your cooperation.