



# Employment Application

## Utica Water and Power Authority

**An Equal Employment Opportunity Employer**

*We do not discriminate on the basis of race, color, national origin, sex, marital status, disability, age, religion, veteran status, or any other unlawful basis.*

PERSONAL INFORMATION			
NAME (LAST, FIRST, MIDDLE)	HOME PHONE	EMAIL ADDRESS	DATE OF APPLICATION
PRESENT STREET # - P.O. BOX	CITY	STATE	ZIP CODE
PERMANENT STREET # - P.O. BOX	CITY	STATE	ZIP CODE
Have you ever been employed or attended school under another name?			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide other name(s)			
If hired, can you provide evidence of your identity and eligibility to work in this country?			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you 18 years of age or older?			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, would you have a reliable means of transportation to and from work?			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

POSITION INFORMATION		
POSITION DESIRED	DATE AVAILABLE TO BEGIN WORK	PAY RATE DESIRED
<b>EMPLOYMENT DESIRED</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Special Project (seasonal work or other)		
If you are applying for part-time or special project work, please describe your availability:		
Have you ever applied to this organization before?		
If yes, when?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you perform the essential functions of the position for which you are applying with or without a reasonable accommodation?		
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you be available to work overtime if necessary?		
		<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION					
	Name of School	City and State	Dates	Level Completed	Degree / Diploma / Certificate
<b>High School</b>				9 10 11 12	
<b>College</b>				1 2 3 4	
<b>College</b>				1 2 3 4	
<b>Vocational Training</b>					

**SKILLS**

Do you have experience working in water conveyance and delivery or hydropower?  Yes  No

If so, please describe.

Do you have any other experience, training, licensing, or other qualifications which you feel make you especially suited for the position?

If so, please explain.

**FORMER EMPLOYERS** (List below our employment history for the past 10 years, or your last three employers, (whichever is greater) starting with the most recent position. You may attach an extra sheet of paper if more room is needed.

Name and Address of Employer	Telephone Number	Dates of Employment
Job Title	Name of Immediate Supervisor	
Describe Your Job Duties	Reason for Leaving	

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Have you ever been terminated from employment for a reason other than a layoff?  Yes  No

May we contact your current employer?  Yes  No

Do you have any relatives employed by Utica Water and Power Authority?  
If yes, please list their names and relationship to you.  Yes  No

Do you have any friends employed by Utica Water and Power Authority?  
If yes, please list their names and relationship to you.  Yes  No

REFERENCES			
Please list three professional references (exclude relatives) who have knowledge of your work performance.			
Name	Phone Number	Occupation	Number of Years Acquainted

**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW.**

Applications that have not been signed will be considered incomplete and will not be accepted.

\_\_\_\_\_ I certify that all information submitted on this application is true and complete. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any falsification, omission, or misrepresentation of material facts may constitute grounds for rejection of this application or immediate dismissal from employment, if hired, regardless of the time elapsed before discovery of the omission or misstatement.

\_\_\_\_\_ I authorize Utica Water and Power Authority, or its designated representative, to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment as allowed under state and federal law. I further authorize my former employers to disclose to Utica Water and Power Authority any and all records and information related to my work, and release Utica Water and Power Authority, my former employers, and all other persons or entities from any and all liability for issuing, receiving, or using such information.

\_\_\_\_\_ I agree that if employed, I will abide by Utica Water and Power Authority policies and procedures. Upon termination, I authorize the release of reference information regarding my dates of employment and job title.

\_\_\_\_\_ I understand that nothing contained in this application or conveyed during any interview, which may be granted, is intended to create a contract of employment. I understand and agree that employment is "At-Will," meaning employment may be terminated by either myself or Utica Water and Power Authority at any time, with or without cause, and with or without notice. I also understand and agree that Utica Water and Power Authority retains the right to demote, transfer, change my job duties, and my compensation at any time with or without notice and with or without cause in its sole discretion. Employer and Employee further understand and agree that other than the General Manager, no other manager, supervisor, or other representative of Utica Water and Power Authority has the authority to make any agreements, express or implied, for employment for any specified period of time, or to make any agreement for employment other than at-will.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date