



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? ☐ Yes ☐ No If yes, please provide other name(s)			
If hired, can you provide evidence of your identity and eligibility to work in this country? ☐ Yes ☐ No			
Are you 18 years of age or older? ☐ Yes ☐ No			
If hired, would you have a reliable means of transportation to and from work? ☐ Yes ☐ No			

POSITION INFORMATION

POSITION DESIRED	DATE AVAILABLE TO BEGIN WORK	PAY RATE DESIRED
EMPLOYMENT DESIRED ☐ Full-Time ☐ Part-Time ☐ 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? ☐ Yes ☐ No		
Can you perform the essential functions of the position for which you are applying with or without a reasonable accommodation? ☐ Yes ☐ No		
Would you be available to work overtime if necessary? ☐ Yes ☐ No		

EDUCATION

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

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

Name and Address of Employer

Telephone Number

Dates of Employment

Job Title

Name of Immediate Supervisor

Describe Your Job Duties

Reason for Leaving

Name and Address of Employer

Telephone Number

Dates of Employment

Job Title

Name of Immediate Supervisor

Describe Your Job Duties

Reason for Leaving

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 grated, 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