

Warm Springs Public Service District
92 North Washington Street
Berkeley Springs, WV 25411
Phone: 304-258-4118 Fax: 304-258-7984

Application for Employment

Print Name in full _____ Social Security # _____
(Last) (First) (MI)

Other name(s), if any, under which you have worked or attended school _____

Position Desired: _____ Years Experience: _____

Employment desired: Permanent/Full Time _____ Temporary _____ Summer _____ Part Time _____

Date you are available to start: _____ willing to work any shift? Yes _____ No _____

PERSONAL DATA

Address: _____
(Street) (City) (State) (Zip)

Home Phone: _____ Mobile: _____

Emergency Contact: _____ Phone: _____

Address: _____ Relationship: _____

Are you a U.S. citizen? _____ if not, do you have the legal right to work and remain in the U.S.? _____

Have you ever been convicted of a misdemeanor or felony? No _____ If yes, explain _____

(Date) (Offense) (Place) (Disposition)

U. S. MILITARY SERVICE

Branch of Service _____ From: _____ To: _____

Rank or Rating: _____ Type of Discharge: _____

EDUCATION

Institution	Name & Location of school	Number of Years attended	Course of study	Degree
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High School: _____

College: _____

Other Training: _____

Are there any additional comments you would care to make regarding your experience or special skills?

EMPLOYMENT HISTORY

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

* This is an Equal Opportunity Employer. Federal law prohibits discrimination. *

Have you ever worked for W.S.P.S. D.? No _____ Yes _____ If so, when? _____

(Please list all previous employment and begin by listing your last or present employment first)

Company Name	Address	Position	Duties	Salary	From: To:
Company Name	Address	Position	Duties	Salary	From: To:
Company Name	Address	Position	Duties	Salary	From: To:
Company Name	Address	Position	Duties	Salary	From: To:
Company Name	Address	Position	Duties	Salary	From: To:
Company Name	Address	Position	Duties	Salary	From: To:

In applying here for employment, it is understood Warm Springs Public Service District has the privilege of contacting past employers regarding references.

May we also contact your present employer at this time? Yes _____ No _____

Why are you interested in working for the W.S.P.S.D.? _____

What do you consider your greatest qualifications? _____

I hereby represent that each answer to a question herein and all other information otherwise furnished is true and correct. I further represent the answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or info relates. I understand that any incorrect, incomplete, or false statement or information furnished by me, will subject me to discharge at any time in the event that I am employed by the Warm Springs Public Service District. I agree to comply with all of its orders, rules and regulations. I hereby authorize my former employers to give any information regarding my employment with them, and in addition, to furnish any other information they may have concerning me.

Applicant's signature: _____ Date: _____

This application will be retained for one year from the date filed



Office use only

Notes from interview: _____

Interviewer: _____ Date: _____

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