

Kennebunk, Kennebunkport & Wells Water District

EMPLOYMENT APPLICATION

Equal Opportunity Employer

P.O. Box 88
92 Main Street
Kennebunk, ME 04043
(207) 985-3385, (207) 985-3102 fax

POSITION APPLIED FOR		
Title:	_____	
Department:	_____	
Date You Are Available:	_____	
FOR OFFICIAL USE ONLY		
Date Received:	Time: _____	Received By: _____

GENERAL INSTRUCTIONS

- Please type or print in ink.
- To be considered for employment, complete your application in its entirety, sign in the certification section and specify the position for which you are applying.
- Photocopies are acceptable.
- All information you submit is subject to verification.
- KKWWD hires only U.S. citizens and lawfully authorized alien workers.

HOW DO WE CONTACT YOU

Name	Social Security #	
Mailing Address	Email Address	
City	State	Zip Code
Home Phone	Business Phone	

EDUCATION

HIGH SCHOOL:

Name and Address of School	Received:
	<input type="checkbox"/> Diploma <input type="checkbox"/> GED Diploma <input type="checkbox"/> Other (specify) <input type="checkbox"/> None

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL:

Name and Location of School	Dates of Attendance		Credit Hours Earned	Course of Study	Degree
	From	To			
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

JOB RELATED TRAINING OR COURSE WORK

Name and Location of School	Course of Study		Completed?
	From	To	
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

EXPERIENCE Describe in detail your work experience, beginning with your current employer. Use a separate block to describe each position. Include military service and rank and job-related volunteer work, if applicable. Indicate number of employees supervised. Provide an explanation of any gaps in employment. If needed, attach additional sheets, using the same format as the application. **Resumes are acceptable for the description of duties and responsibilities only.** All other information in this section **must** be completed.

Name of Present or Last Employer: _____

Address: _____ Phone Number: _____

Your Job Title: _____ Supervisor's Name: _____

From: _____ To: _____ Hours per Week: _____ Wage/Salary _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Name of Next Previous Employer: _____

Address: _____ Phone Number: _____

Your Job Title: _____ Supervisor's Name: _____

From: _____ To: _____ Hours per Week: _____ Wage/Salary _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Name of Next Previous Employer: _____

Address: _____ Phone Number: _____

Your Job Title: _____ Supervisor's Name: _____

From: _____ To: _____ Hours per Week: _____ Wage/Salary _____

Duties and Responsibilities: _____

Reason for Leaving: _____

LICENSURE/CERTIFICATION

LICENSE - CERTIFICATION	NUMBER	DATE RECEIVED	EXPIRATION DATE	LICENSING AGENCY

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) List the knowledge, skills, and abilities that you will bring to the job. To determine what specific KSAs are required for vacant position, see the applicable job description or contact the office or department advertising the vacancy.

KNOWLEDGE: Examples include: data collection, filing, computer programming, etc.

SKILLS: Examples include, operation of heavy equipment, personal computers, job related tools and equipment, etc.

ABILITIES: Examples include: Ability to write reports, deal effectively with people, solve problems, organize work and time, fluency in languages, etc.

CITIZENSHIP

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

RELATIVES

Do you have any relatives currently working for the District? Yes No

REFERENCES

Name _____	Phone _____
Name _____	Phone _____
Name _____	Phone _____

CERTIFICATION

I am aware that any **omissions, falsifications, misstatements, or misrepresentations above** may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information that I give in this application or in the continuing application process may be subject to verification and investigation. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff and other authorized representatives of KKWWD for employment purposes. This consent shall continue to be effective

during my employment if I am hired. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are **true, correct, complete, and made in good faith.**

All non-officer employees are employees at will. It is understood that employment is "At Will". This means, that the parties are free to unilaterally terminate the relationship without cause or notice.

All regular full-time, part-time, seasonal, on-call and temporary Filtration Plant employees or those who are required to hold a Commercial Driver's License (CDL) (Class I and II) for their position are required to pass a drug and alcohol test as a prerequisite of employment. Any applicant who fails a drug test shall not be hired.

It is the policy of Kennebunk, Kennebunkport and Wells Water District to provide equal employment opportunity for all applicant and employees. The District does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, physical disability, mental disability, medical condition, family-care status, veteran status, marital status or sexual orientation.

SIGNATURE: _____ Date: _____