



**Application for Employment**  
**Coastal Valley Water Company**  
 709 Silhavy Road  
 Valparaiso In 46383 - 219-476-1135

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
 First Name Middle Last

\_\_\_\_\_  
 Street Address City State Zip Code

Are you legally eligible to be employed in the United States? (Proof of identity and eligibility will be required upon employment: \_\_\_\_\_

Are you a United States Military Veteran? \_\_\_\_\_ Do you have reliable transportation? \_\_\_\_\_

Are you at least 18 years of age or older? (If no, you may be required to provide authorization to work) \_\_\_\_\_

Do you have a valid Driver's License? \_\_\_\_\_ Do you have a Class A or B CDL? \_\_\_\_\_

Position applying for: \_\_\_\_\_ Temporary \_\_\_\_\_ Part time \_\_\_\_\_ Full time \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? \_\_\_\_\_ If no, please explain: \_\_\_\_\_

Who referred you? \_\_\_\_\_ Rate of pay expected? \_\_\_\_\_

Have you worked for this company before? \_\_\_\_\_ If yes, Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Names of any relatives employed by this company: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

If presently employed, why are you considering leaving? \_\_\_\_\_

Within the last seven years, have you ever been convicted of a felony or a misdemeanor that has not been expunged by a court? (A conviction will not necessarily result in the denial of employment) \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_

**Education**

Give record of all High Schools, Colleges, Universities and Vocational/Technical Schools you have attended.

High School attended: \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

Are you currently a student? Yes or No If yes, Where? \_\_\_\_\_

College/University/Vocational/Technical: \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

"I certify, by signing below, that the statements contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal."

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

\_\_\_\_\_  
 Date

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

## Employment Record (to be completed by all applicants)

**\*\*Please note if you are applying for a driver position the U.S. Department of Transportation requires that driver applications show all employment for the past three years. Effective July, 1987 they must also show commercial driver employment for the seven years immediately preceding this period. (~391.21) (B) (10), (11) Attach a separate piece of paper if necessary.**

_____ <i>Employer (present or most recent)</i>	From: _____ <i>(mo/yr)</i>	To: _____
_____ <i>Street Address</i>	_____ <i>Reason for leaving</i>	
_____ <i>City State Zip</i>	_____ <i>May we contact this employer?</i>	
_____ <i>Telephone number</i>	Yes	(Circle one) No
_____ <i>Job title Salary</i>	_____ <i>Supervisor Name &amp; Title</i>	
_____ <i>Job description or duties:</i>		

_____ <i>Employer (previous)</i>	From: _____ <i>(mo/yr)</i>	To: _____
_____ <i>Street Address</i>	_____ <i>Reason for leaving</i>	
_____ <i>City State Zip</i>	_____ <i>May we contact this employer?</i>	
_____ <i>Telephone number</i>	Yes	(Circle one) No
_____ <i>Job title Salary</i>	_____ <i>Supervisor Name &amp; Title</i>	
_____ <i>Job description or duties:</i>		

_____ <i>Employer (previous)</i>	From: _____ <i>(mo/yr)</i>	To: _____
_____ <i>Street Address</i>	_____ <i>Reason for leaving</i>	
_____ <i>City State Zip</i>	_____ <i>May we contact this employer?</i>	
_____ <i>Telephone number</i>	Yes	(Circle one) No
_____ <i>Job title Salary</i>	_____ <i>Supervisor Name &amp; Title</i>	
_____ <i>Job description or duties:</i>		

## Driving Experience & Qualification

Answer the questions in this section only if applying for a drivers position.

Date of Birth \_\_\_\_\_ The U.S. Department of Transportation requires that driver  
 Month Day Year applicants state their date of birth (~391.21) (b)(2)

Circle One

A. Do you currently hold a Commercial Drivers License (CDL)? Yes No

If yes, what class? \_\_\_\_\_

For what states do you hold a CDL license? \_\_\_\_\_

B. Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

C. Has any license, permit or privilege ever been suspended or revoked? Yes No

D. Have you ever been disqualified for violations of the Federal Motor Carrier Safety Reg? Yes No

If you answered "yes" to A, B or C, attach a statement giving details.

E. Have you taken any courses or training that will help you as a driver? Yes No

If so, list them \_\_\_\_\_

### Accident Review for the past 3 years

Date	Nature of Accident (Head-on, Rear-end, Overturn, etc)	Fatalities	Injuries
Last Accident			
Next Previous			
Next Previous			

### Traffic Convictions and Forfeitures for the past 3 years other than parking violations

Location	Date	Charge	Penalty

### Truck Driving History

Class of Equipment	Type of Equipment	Dates	Approximate # of Miles Driven
Straight Truck			
Tractor and Semi-Trailer			
Truck and Two Trailers			
Other:			



RELEASE AUTHORIZATION

APPLICANT COMPLETE THE FOLLOWING:

- 1. In connection with my application for employment, I understand that a consumer report or an investigative consumer report may be requested. If it is, I will be asked to sign a separate consent.
2. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.
3. As a prerequisite for employment with Coastal Valley Water Company, I understand that it will be necessary to verify my education, employment, and activities during employment. I have completed and reviewed the information contained in this Employment Application and, to the best of my knowledge, believe the information to be correct and complete.

I hereby authorize the educational institutions listed on my Employment Application to release information requested by Coastal Valley Water Company. I also authorize the employers and references indicated on my Employment Application to release information requested by Coastal Valley Water Company, pertaining to my activities when unemployed, prior employment status, dates, title of position, duties, salary, job performance and the reasons for the termination of my employment.

- 4. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.
5. Minnesota, Oklahoma and California applicants only. If you want a copy of the report(s) ordered, Check this box [ ]. The report(s) will be sent by the reporting agency to you at the address below. The reports will be processed by: ADP Screening and Selection Services, 301 Remington Street, Fort Collins, Colorado 80524, 800/367-5933.

6. I further understand that in the event of employment, I am required to abide by all rules and regulations of Coastal Valley Water Company, and that any false or misleading information given in this application or any interviews, regardless of when it is discovered, may result in immediate dismissal.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release Coastal Valley Water Company and these agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information reports. HireRight, Inc. or another consumer reporting agency will prepare or assemble the background reports for the Company. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800)400-2761. Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx

Please print your full name LAST FIRST MIDDLE

Please print other names you have used

Home Address

City State Zip Code

Social Security Number Date of Birth

The following states require sex and race to obtain information:

AL, AR, FL, GA, IA, IL, IN, MI, OR, TX, WI

Sex: [ ] Male [ ] Female

Race: [ ] Asian [ ] Black [ ] Hispanic [ ] White [ ] Other

Drivers License Number State Issuing License

Name as it appears on license

Signature Today's Date

IF REQUIRED, NOTARIZE HERE

When using an embossed seal, please shade and pencil before faxing.

Subscribed and sworn before me:

Name

Date

Notary Public

My commission expires

THIS PAGE CONTAINS SENSITIVE INFORMATION, KEEP ONLY IN SECURE FILES, SEPARATELY FROM PERSONNEL RECORDS!



**COASTAL VALLEY WATER COMPANY  
Employment Credit Bureau  
Disclosure Form**

Dear Applicant:

It is the policy of Coastal Valley Water Company to obtain a credit bureau report with respect to your application for employment. A credit bureau report is defined in part as:

Any written, oral or other communication of any information by a credit 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 expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes.

The information being obtained will not be used in violation of any federal or state equal opportunity law or regulation. If any adverse action is to be taken based upon the applicant's credit bureau report, a copy of the credit bureau report and a summary of rights will be provided to the applicant.

Before Coastal Valley will request the credit bureau report, you must give your written consent.

**CONSENT**

I hereby give my consent to Coastal Valley Water Company to obtain a credit bureau report with respect to my employment application.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_



## **PRE-EMPLOYMENT DRUG SCREENING AUTHORIZATION**

Coastal Valley Water, supports the overwhelming evidence that illegal drug use has a detrimental impact on job performance. For this reason, Coastal Valley Water, has a Drug and Alcohol policy in place. The provisions of this policy are stated in the Coastal Valley Water employee handbook.

I understand and agree that, if I am offered a position at Coastal Valley Water, I will be required to take a pre-employment drug and/or alcohol test and that, if employed; I will be subject to testing for drugs and alcohol at any time I am at work.

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Signature of Applicant

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Date