

**TYPE OF EMPLOYMENT:**

*(Check all that apply to this position)*

- Regular
- Temporary
- Part-Time
- Summer



Date \_\_\_\_\_

Position Applying For \_\_\_\_\_

Department \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

Sheffield Utilities  
Sheffield, Alabama

(ANSWER ALL QUESTIONS AND PLEASE, PRINT CLEARLY)

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I am under 18 years old  I am over 18 years old

Have you ever been arrested or convicted of a misdemeanor or a felony other than a minor traffic violation? Yes  No

If yes, explain \_\_\_\_\_

(Such record may be relevant if job-related, but does not bar you from employment.)

If a driver's license (commercial or regular) is required for this position, please provide the following:

License # \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_

**IF ANY SPECIAL CERTIFICATION IS REQUIRED FOR THIS POSITION, PLEASE PROVIDE A COPY OF THE CERTIFICATE.**

**EDUCATION AND TRAINING**

Type of School	Name of School / City & State	Did You Graduate?	Course or Degree
High School			
High School			
College			
College			
Vocational			

**SPECIAL SKILLS**

\_\_\_\_\_

\_\_\_\_\_

List three references (not relatives or supervisors) with address and phone number.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are you a Citizen of the U.S. or a registered alien authorized to work in the U.S. ? Yes  No

Are you presently employed? \_\_\_\_\_ If so, where? \_\_\_\_\_



Sheffield Utilities encourages all candidates to make known any accommodations needed during the process of making application for a position with the Utilities Department, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.



**EMPLOYMENT RECORD**

Current or Last Employer \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job Title \_\_\_\_\_ Duties & Responsibilities \_\_\_\_\_  
Name & Title of Supervisor \_\_\_\_\_ Kind of Business \_\_\_\_\_  
Dates of Employment From \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact this employer for references?  Yes  No

Previous Employer \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job Title \_\_\_\_\_ Duties & Responsibilities \_\_\_\_\_  
Name & Title of Supervisor \_\_\_\_\_ Kind of Business \_\_\_\_\_  
Dates of Employment From \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact this employer for references?  Yes  No

Previous Employer \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job Title \_\_\_\_\_ Duties & Responsibilities \_\_\_\_\_  
Name & Title of Supervisor \_\_\_\_\_ Kind of Business \_\_\_\_\_  
Dates of Employment From \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact this employer for references?  Yes  No

Previous Employer \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job Title \_\_\_\_\_ Duties & Responsibilities \_\_\_\_\_  
Name & Title of Supervisor \_\_\_\_\_ Kind of Business \_\_\_\_\_  
Dates of Employment From \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact this employer for references?  Yes  No

Previous Employer \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job Title \_\_\_\_\_ Duties & Responsibilities \_\_\_\_\_  
Name & Title of Supervisor \_\_\_\_\_ Kind of Business \_\_\_\_\_  
Dates of Employment From \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact this employer for references?  Yes  No

I solemnly declare and affirm that all answers and statements in this application are wholly true, full and correct in every particular and detail and I further authorize Sheffield Utilities to investigate and verify all statements listed above. I agree to abide by and comply with all laws of the State of Alabama and Sheffield Utilities. I understand that I will be required to take and pass a post-offer physical and drug screening.

I understand that misrepresentation as to preexisting physical or mental conditions may void my workers' compensation benefits. I also understand that if I suffer an on-the-job injury, I may be required to a drug or alcohol test. Failure to submit to a test, or a positive result, may be reason for denial of workers' compensation.

I verify that I have read the job duties and qualifications of the position for which I am applying and that I meet all the qualifications required by the position, including holding any certification or license necessary for the performance of the essential job functions, and that I am able to perform all the essential functions of the position with or without accommodations.

I certify that my answers are true and complete to the best of my knowledge. I authorize Sheffield Utilities, to procure a consumer report and/or investigative consumer report on me. These above-mentioned reports may include, but are not limited to: my driving history, education; employment history; social security number verification; criminal history/records; and/or any other public record. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application, interview(s) or physical may result in discharge. In the event that the employer-employee relationship is established, it is understood that my employment is terminable-at-will, without specific reason or cause, by either the utility or me upon required notice, at any time and is of no specific duration.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date