



**BEAUFORT-JASPER WATER & SEWER AUTHORITY**

6 Snake Road  
 Okatie, South Carolina 29909-3937  
 (843) 987-9292  
 Facsimile (843) 987-7573  
[www.bjwsa.org](http://www.bjwsa.org)

HR Use Only  
 Received:

Please use black ink.  
 Please do not submit original documents.

**APPLICATION FOR EMPLOYMENT**

(Please Print)

**WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, OR ANY OTHER LEGALLY PROTECTED STATUS. THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.**

**POSITION APPLIED FOR** \_\_\_\_\_

**NOTE:** ALL INFORMATION REQUESTED ON THE APPLICATION MUST BE COMPLETE. References to other documents such as resumes will not be accepted in place of completing any portion of this application. A completed application must accompany any applicant's resume.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**DATE OF APPLICATION**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**DATE AVAILABLE**

**NAME** \_\_\_\_\_  
 Last First Middle Other

**PRESENT ADDRESS** \_\_\_\_\_ **HOME PHONE** ( ) \_\_\_\_\_  
 Street  
 \_\_\_\_\_ **BUS. PHONE** ( ) \_\_\_\_\_  
 City State Zip

**PERMANENT ADDRESS** \_\_\_\_\_ **FAX PHONE** ( ) \_\_\_\_\_  
 Street  
 \_\_\_\_\_  
 City State Zip

**EDUCATION**

High School and Location	Date of Attendance		Last Grade Completed		Graduation Date	
Technical/College/University and Location	Dates Attended		Major	Minor	Degree	Date
	From	To				

An Equal Opportunity Employer

## PERSONAL DATA



Have you ever been employed or filed an application with Beaufort-Jasper Water & Sewer Authority before?  Yes  No

If Yes, when did you apply or what were your employment dates? \_\_\_\_\_

Do any of your relatives work here?  Yes  No If Yes, what are their names? \_\_\_\_\_

May we contact your present or former employer?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If Yes, please list the charge, where convicted, date, & disposition \_\_\_\_\_

(Conviction of an offense is not an automatic bar to employment. The Authority will consider the nature, date, and relationship between the offense and the position for which you are applying.)

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 documentation establishing your identity and eligibility to be legally employed in the U.S.?  Yes  No

Are you available to work:  Full-Time (Please indicate 1 2 3 shift)  
 Part-Time (Please indicate Mornings Afternoon Evenings)  
 Temporary (Please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

What is your desired salary range? \_\_\_\_\_

## EMPLOYMENT EXPERIENCE:

List all employment in chronological order, with present employment first. Any voids in the chronological order must be explained on a separate attachment. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. **NOTE: Submission of a resume is not sufficient. All applicants must complete this section.**

Employer – Current or Most Recent		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

If you need additional space, please continue on a separate sheet of paper.



## REFERENCES

Complete the information requested below. You should include individuals familiar with your work who are not relatives or former employers. If selected for employment, these individuals may be contacted as well as former employers.

Name of Reference	Position/Relationship	Mailing Address	Phone Number
1.			
2.			
3.			

## ADDITIONAL INFORMATION

### Specialized Skills (Check Skills/Equipment Operated)

<input type="checkbox"/> Typing	<input type="checkbox"/> Spreadsheet (Excel, etc)	<input type="checkbox"/> Commercial D.L.	Equipment (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Wordprocessing (Word, etc)	<input type="checkbox"/> Other License	_____
<input type="checkbox"/> Data Mgt (Access, etc)	<input type="checkbox"/> Drivers License	<input type="checkbox"/> Specialized Tools	_____

### Other Qualifications & Memberships

Summarize special job-related skills, professional licenses, certifications and qualifications acquired from employment or other experiences. Also, list any professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

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How did you hear of this job opening?  BJWSA Employee  Other \_\_\_\_\_

Website (specify) \_\_\_\_\_  Newspaper (specify) \_\_\_\_\_

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

I understand that if I am tentatively selected for employment with Beaufort-Jasper Water & Sewer Authority I will be required to submit to various background checks including, but not limited to, reference screening, criminal records checks, driving record checks, a post-offer medical examination and post-offer drug screening.

This application for employment shall be considered active for a period of time not to exceed six (6) months or until a hiring decision is made if applying for a specific, vacant position.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Beaufort-Jasper Water & Sewer Authority is of an "at will" nature, which means that the Employee may resign at any time and Beaufort-Jasper Water & Sewer Authority may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized Executive or Executive Body of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

## INVITATION TO VOLUNTARILY SELF-IDENTIFY



### Armed Forces Service Medal, Recently Separated Veterans, and Other Protected Veterans.

(41 C.F.R. §60-300.42 (b) & 41 C.F.R. §60-300. Appendix B)

The Beaufort-Jasper Water & Sewer Authority (BJWSA) is subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified individuals who are Armed Forces Service Medal veterans, recently separated veterans, and other protected veterans. If you are in one of these categories, we would like to be included under our affirmative action program. You may inform us of your desire at this time and/or at any time in the future. Submission of self-identifying information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential except for government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs (OFCCP).

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Please review the definitions and check any of the following categories that apply to you:

- Recently Separated Veteran: Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
- Armed Forces Service Medal Veteran: Any veteran who, while service on active duty in the U.S. military, ground, naval or air service, participated in the United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).
- Other Protected Veteran: Any veteran who served on active duty in the U.S. military ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of the Defense.
- None of the above apply.
- I understand that this invitation is voluntary in nature and that I elect not to Self-Identify.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date