

PLEASE NOTE

THE BRUNSWICK-GLYNN COUNTY JOINT WATER & SEWER COMMISSION REQUIRES THAT ITS EMPLOYEES OBTAIN A PASS TO WORK ON THE FEDERAL LAW ENFORCEMENT TRAINING CENTER (FLETC) CAMPUS. THIS WILL REQUIRE A CRIMINAL BACKGROUND CHECK. **YOUR JOB DEPENDS ON YOU PASSING THIS BACKGROUND.** IF YOU ARE HIRED AND CANNOT BE APPROVED FOR A FLETC PASS THEN, YOU WILL BE TERMINATED.



Brunswick-Glynn County Joint Water & Sewer Commission

APPLICATION FOR EMPLOYMENT

700 Gloucester Street, Suite 302 | Brunswick, GA 31520

Telephone: (912) 265-8500 | Fax: (912) 265-8501

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, disability, or any other legally protected status. We will give this application every consideration. However, in accepting it, the JWSC makes no commitment of employment to the applicant. This application applies only to the position(s) for which you apply. You may apply for multiple positions using the same application; however, you MUST specifically state the position(s) for which you are applying, and the position(s) must be posted as vacant at the time of application in order to be considered. Incomplete applications will not be considered. **This application will remain active for 90 days.**

PERSONAL INFORMATION

Position(s) Applied For:			Date of Application:	
Last Name	First	Middle	Are you 18 or older? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Home Address		City	State	Zip
			How long at this address?	
Day Time Phone Number	Alternate Phone Number	Email Address		

Salary/Wage Expected: \$ _____ Date Available: _____

Type of Employment: Full-time Part-time Temporary

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

(Proof of citizenship or immigration status will be required upon employment.)

Are you currently under a non-compete agreement with another organization/company? Yes No

Have you ever filed an application with JWSC before? Yes No

Have you ever been employed with JWSC before? Yes No

If yes, give date(s) and position(s): _____

Do you have any friends or relatives employed with JWSC? Yes No

If yes, give name(s) and relationship(s): _____

How did you find out about this position? JWSC Website Local Newspaper Ad Social Media Word of Mouth

Other (please be specific): _____

May we contact your current employer? Yes No

If no, please explain: _____

Have you ever plead "no contest", nolo, or guilty to a crime, or been convicted of a crime? (Omit non-moving traffic violations and any offense that was finally adjudicated in a Juvenile Court or under a Youth Offender Law.) Yes No

Are any charges currently pending against you? Yes No

Has any adjudication ever been withheld? (A withhold of adjudication is not a conviction. A withhold is a term used in sentencing in which the judge orders some sanctions, but does not formally convict the defendant of a criminal offense. Therefore, the defendant does not receive the consequences from a conviction in a criminal case.) Yes No

If you answered yes to any of the proceeding questions, please give details: (NOTE: Answering "yes" to these questions does not constitute an automatic bar to employment).

DRIVING INFORMATION

Do you have a current valid driver's license? Yes No State Issued: _____

If yes, License Number: _____ Class Type: _____ Expiration Date: _____

Has your license ever been suspended or revoked? Yes No If yes, explain: _____

Have you ever been convicted, plead guilty, or plead *nolo* to a charge of DWI or DUI? Yes No

Are any such charges currently pending against you? Yes No

If yes to either question, please explain: _____

EDUCATION

SCHOOL	NAME AND LOCATION	# OF YEARS	DID YOU GRADUATE?	FIELD OF STUDY
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
OTHER (SPECIFY)				

RELEVANT TRAINING

List any specialized training, qualifications, apprenticeships and activities that relate to the job for which you are applying.

List any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying.

EMPLOYMENT HISTORY

List each job held starting with you most recent employer, including military service assignments and periods of unemployment.

If self-employed, give company name and supply business references. **DO NOT ANSWER "SEE RESUME"**. Fill out this form completely.

Company		Address			Telephone
Dates Employed	From (mo/yr)	To (mo/yr)	Starting Salary	Final Salary	Supervisor's Name and Title
Last Job Title and Duties				Reason for Leaving	
Company		Address			Telephone
Dates Employed	From (mo/yr)	To (mo/yr)	Starting Salary	Final Salary	Supervisor's Name and Title
Last Job Title and Duties				Reason for Leaving	
Company		Address			Telephone
Dates Employed	From (mo/yr)	To (mo/yr)	Starting Salary	Final Salary	Supervisor's Name and Title
Last Job Title and Duties				Reason for Leaving	
Company		Address			Telephone
Dates Employed	From (mo/yr)	To (mo/yr)	Starting Salary	Final Salary	Supervisor's Name and Title
Last Job Title and Duties				Reason for Leaving	

Please fully explain any gaps in your employment history:

Do you have any commitments, including but not limited to, a non-compete or non-solicitation or confidentiality agreement with any current or former employer that may affect or restrict your employment or ability to perform the duties for which you are hired?

Yes No If yes, explain: _____

PERSONAL REFERENCES

Do not list relatives or former supervisors.

NAME & RELATIONSHIP and/or OCCUPATION	TELEPHONE NUMBER

AGREEMENT AND CERTIFICATION

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false, misleading, incomplete, or unsatisfactory in any respect (as determined by Joint Water and Sewer Commission in its sole judgment) it shall be considered sufficient cause for denial of employment or discharge.

I authorize former and present employers, work and personal references listed in the application, and any other individuals I may name, to give the Joint Water and Sewer Commission or its agent any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the JWSC. I also authorize the JWSC or its agent to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that nothing contained in this employment application, or in the granting of an interview, is intended to create an employment contract between the JWSC and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that my employment is terminable at will until I become a non-probationary regular employee; that my employment is not for a definite period; and that any compensation is not for a definite period at any stated amount.

I understand that prior to being offered employment with the JWSC, I may be requested to take an examination. In the event I have a disability that will affect my ability to take the test, I will so inform the JWSC or its agent prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The JWSC reserves the right to require medical documentation concerning the need for the accommodation.

I understand and agree that JWSC may require that I consent to a Consumer Credit and/or Criminal History report as a condition for employment. If an adverse employment decision is made due totally or partially to the information on a report, JWSC will give a copy of the report and the source of the report so that I may contact them if I wish. I release the JWSC and its agent from any and all liability and damages that may result or arise from any provision of information in connection to such a report.

I understand that the JWSC reserves the right, to the extent permitted by law, to require drug and/or alcohol screening tests of an applicant or an employee either prior to employment or any time during employment (as permitted by law) and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the JWSC or its agent. I release the JWSC and its agent from any and all liability and damages that may result or arise from any drug test or the provision of information in connection to such a test.

I understand that I may be required, to the extent permitted by law, to undergo a post-offer, pre-employment physical examination, and I hereby give my consent to such an examination.

I understand that if employed, policies and rules, which are issued, are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time.

ALL APPLICATIONS, RESUMES, LETTERS OF REFERENCE, ETC. SUBMITTED BECOME THE PROPERTY OF THE JWSC AND WILL NOT BE RETURNED. ALL INFORMATION PROVIDED ON THE APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE UNDER THE GEORGIA OPEN RECORDS ACT.

Date: _____

Applicant's Signature: _____



Brunswick-Glynn County Joint Water & Sewer Commission

PRE-EMPLOYMENT REFERENCES

700 Gloucester Street, Suite 302 | Brunswick, GA 31520
Telephone: (912) 265-8500 | Fax: (912) 265-8501

APPLICANT: Please complete the top portion of this form and turn it in with your application.

Teamwork Services, Inc.

for Brunswick-Glynn County Joint Water
& Sewer Commission

700 Gloucester Street, Suite 302

Brunswick, GA 31520

Phone: (912) 265-8500

Fax: (912) 265-8501

To:

(Name of Former Supervisor)

(Company Name)

(Address)

(City, State, Zip)

(Phone Number)

I, _____, am submitting an employment application to the Brunswick-Glynn County Joint Water & Sewer Commission for the position(s) of: _____.

I cannot be considered for employment until my references are on file. Please complete the items listed below and return this form to Teamwork Services, Inc. I hereby authorize you to release all records of employment, including assessments of my job performance, ability and fitness. I hereby authorize release you from all liability of any type as a result of providing the following information to the above-mentioned Company.

Date: _____

Applicant's Signature: _____

FORMER EMPLOYER REFERENCE FORM

(Applicant: Do not write below this line. To be completed by former employer.)

1. Dates of employment with your organization: _____

2. Positions held with your organization: _____

3. Was the employee's overall performance: Above Average Average Below Average Poor

4. Was the employee absent: Never Occasionally Repeatedly

5. Was the employee's quality of work: Excellent Good Fair Poor

6. Did the employee accept supervision: Well Average Fair Poor

7. Why did the employee leave your Company? Resigned Discharged Laid Off Other _____

8. If your policy permitted and if you had a vacancy, would you rehire this person? _____

If No, please explain: _____

9. Remarks: _____

Signature of person completing this form: _____ Date: _____