

## **APPLICATION FOR EMPLOYMENT**

Submit to: BCMUD Human Resources 16318 Great Oaks Drive Round Rock, Texas 78681 Telephone: 512-255-7871 Fax: 1-888-289-7571 www.bcmud.org

**PLEASE PRINT OR TYPE.** Fill out the application form completely. If any questions are not applicable, enter N/A. Do not leave questions blank. Be sure to sign when completed. Brushy Creek Municipal Utility District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or veteran status. Resumes will not be accepted in lieu of applications. This application becomes a public record and is subject to disclosure.

Name Last	First	Middle				
Mailing Address (Street/Route)	City	State Zip Code				
TelephoneC( )(	Other Contact Number )	Email Address				
Position or type of work for which you wish	to apply:	If you are employed, may we contact your present employer? yes no Have you been employed under any other name?				
Date available for work:		□ yes □ no Have you ever been employed by Brushy Creek MUD? □ yes □ no				
	art-time emporary	If yes, give dates of employment and department/job title				
Are you willing to work hours other than 8 -						
Are you willing to work days other than Mo	nday – Friday?	Are you related by to any Brushy Creek MUD employee or member of the Board of Directors?				
Can you show proof of eligibility to work in yes no Are you under 18 years of age?	this country?	☐ yes ☐ no If yes, give name & relationship:				
ges no						
Education and Training – Applicants may	be required to provide	proof of diploma and degree, transcripts, licenses and				

**Education and Training** – Applicants may be required to provide proof of diploma and degree, transcripts, licenses and certifications.

Circle highest grade completed:	7	8	9	10	11	12	Did you graduate/achie	ve GED? 🗖 yes 🗖 no
School Name			City	/State				
College(s) attended			Lo	catio	n		Major	Type of Degree Earned
Please list any other training and edu	cation	inclu	ding	trade s	school	, busine	ss college, etc. which would further	qualify you for the position.

**Special Skills / Qualifications –** If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

License / Certification	Date Issued	Issued By	License Number	Location of Issuing			
(Surface Water A, CPR, etc.)		(State or other Authority)		Authority (City/State)			
List all special skills you possess and machines or office equipment you can use, such as calculators, printing or graphic equipment,							
computer equipment, types of software and hardware, etc.							

**Employment Record** – This information will be the official record of your employment history and must accurately reflect all significant duties performed. Include ALL employment. Begin with your current or last position and work back to your first position. If you need additional space to adequately describe your employment history, you may use or attach a separate sheet.

Name, Address & Phone Number	FROM	ТО	Immediate Supervisor	Last Salary (Hourly, Monthly, Yearly)
Job Title				
Name of Employer			Phone	( )
Address				
Duties				
Reason for Leaving				
Job Title				
Name of Employer			Phone	( )
Address				
Duties				
Reason for Leaving				
Job Title				
Name of Employer			Phone	( )
Address				
Duties				
Reason for Leaving				
Job Title				
Name of Employer			Phone	( )
Address				
Duties				
Reason for Leaving				

Have you ever been convicted of, been adjudicated with regard to (including an adjudication of delinquent conduct), pled guilty to or pled no contest to a criminal charge, or have you ever received probation or deferred adjudication for a criminal charge? ["Convictions" includes sentenced to confinement, paid fine, served time, placed on probation (including deferred adjudication) and paid court-ordered restitution.]

## 🛛 yes 🖵 no

If your answer is "yes", explain in detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case. A conviction may not disqualify you, but a false statement will.

Applicant's Statement – Please read and sign below.

**1**. I certify that all information provided by me in connection with my application, whether on this document or not, is true and correct. I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

**2.** I understand that offers of employment may be conditional upon my passing a drug screening, background check and driver's license check.

**3.** I understand that, as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

**4.** I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

5. I understand that business needs may at times make the following conditions mandatory: overtime, changes in work schedule, or work week.

**6**. I further understand that, if employed, I will abide by all policies, rules and procedures of Brushy Creek Municipal Utility District.

Signature

Date