



1121 Mercedes Street P.O. Box 26929 Benbrook, TX 76126 817.249.1250 (O) [www.benbrookwater.com](http://www.benbrookwater.com)

Thank you for your interest in employment with Benbrook Water Authority. The application you submit will be reviewed and evaluated based upon the information you have supplied. Failure on your part to furnish all or part of the information requested may result in denial of your application. Benbrook Water Authority complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, national origin, disability, veteran status, age, or any other protected characteristic. **ONLY TOBACCO-FREE CANDIDATES ARE ELIGIBLE FOR EMPLOYMENT WITH BENBROOK WATER AUTHORITY.**

Please follow these instructions to complete this application.

1. An employment application will be accepted only when a specific employment opportunity notice is posted on the job board or advertised.
2. Comments such as "See Resume" are not acceptable. The application form is the primary tool used in the application process. Other job related information such as resumes, letters of recommendation, and copies of certificates and diplomas may be attached to your application, but will not substitute for any information requested on your application.
3. Complete the application in neat, legible handwriting or type, using blue or black ink.
4. The application must be completed with current mailing address, telephone number(s), dates of employment, address of employer, job titles, supervisor's name, reasons for leaving, and schools you attended. The application must indicate the position applied for and be signed and dated by the applicant.
5. The Acknowledgement Form must be signed and dated by the applicant.
6. Your application will be reviewed after the closing date of the position. If you are selected for a personal interview, you will be contacted by telephone.
7. If you wish to be considered for future positions, a new application must be completed.

Return your completed application to:

In Person:  
Benbrook Water Authority  
ATTN: Human Resources  
1121 Mercedes Street  
Benbrook, TX 76126

By Mail:  
Benbrook Water Authority  
ATTN: Human Resources  
P.O. Box 26929  
Benbrook, TX 76126

# Application for Employment

1121 Mercedes Street  
Benbrook, TX 76126  
Office: (817) 249-1250  
Fax: (817) 249- 6965



**Instructions:** It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, or any other protected characteristic.

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Position applied for \_\_\_\_\_

Shift preferred  1  2  3  Any

Expected pay \_\_\_\_\_

Would you accept full-time work?  Yes  No

Would you accept part-time work?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Have you ever been employed here?  No  Yes

If yes, please give dates \_\_\_\_\_

If you are under 18 years old, can you provide a work permit if required?  Yes  No

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)  
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes  No  Need more information about the job's "essential functions" to respond.

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been fired or asked to resign from a job?  No  Yes

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

## Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you legally eligible for employment in the United States?  No  Yes (If yes, proof is required if hired.)

## Employment Experience

Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_      Hourly rate/salary: starting \_\_\_\_/\_\_\_\_ final \_\_\_\_/\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_      Hourly rate/salary: starting \_\_\_\_/\_\_\_\_ final \_\_\_\_/\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_      Hourly rate/salary: starting \_\_\_\_/\_\_\_\_ final \_\_\_\_/\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_      Hourly rate/salary: starting \_\_\_\_/\_\_\_\_ final \_\_\_\_/\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

## Educational Background

**High School:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**College:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Graduate School:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Vocational Training/Other:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Continuing Education** \_\_\_\_\_

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I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**FOR OFFICE USE ONLY:**

Applicant number \_\_\_\_\_ Employee number \_\_\_\_\_ Hire date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position \_\_\_\_\_

Rate \_\_\_\_\_ Class \_\_\_\_\_ Skill \_\_\_\_\_

Other \_\_\_\_\_

Notes \_\_\_\_\_

Interview Results		
Interviewer	Date	Comments

Test Results				
Tests Administered	Date	Score	Rating	Comments and interpretation

Reference Check Results
Employer 1:
Employer 2:
Employer 3:
Employer 4:

**Attachments**

- Resumé
- Applicant interview
- Employee data card
- Applicant reference check
- Payroll change notice

**ACKNOWLEDGEMENT**  
**READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment with the Benbrook Water Authority whenever it is discovered.

I give the Benbrook Water Authority the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the Benbrook Water Authority and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The Benbrook Water Authority does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law. The Benbrook Water Authority only considers tobacco-free candidates for employment.

I acknowledge that this application, once submitted to the Benbrook Water Authority, becomes the property of the Benbrook Water Authority.

I acknowledge that any offer of employment will be contingent on my satisfactory completion of a criminal background screening and a drug screening.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Benbrook Water Authority reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the Benbrook Water Authority, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_