



Water Is Life

DIAMONDHEAD WATER & SEWER DISTRICT
4425 PARK TEN DRIVE
DIAMONDHEAD, MS 39525
PHONE: (228) 255-5813
FAX: (228) 255-9139

(PLEASE PRINT)

Affirmative Action/Equal Opportunity Employer

Diamondhead Water & Sewer District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. The information on this application and all attached papers, etc. is the property of Diamondhead Water & Sewer District.

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETEING THIS APPLICATION!
You must fill out this application accurately and completely. PLEASE PRINT CLEARLY in dark ink or type all information. If an item does not apply, insert N/A (not applicable). Attach any documents, certificates, commendations, etc., you feel will help in the evaluation of your application. If you need more space for an answer, use a sheet of paper the same size as this page.

SUBMIT A SEPARATE APPLICATION FOR EACH POSITION FOR WHICH YOU ARE APPLYING. AN ORIGINAL SIGNATURE IS REQUIRED FOR EACH APPLICATION SUBMITTED.

Read the recruitment announcement carefully for the position for which you are applying. Note the skills and knowledge required for this position. Be sure you meet the minimum qualifications set forth in the announcement.

Your complete application is the primary source of information used in making selection decisions. Carefully complete each experience block describing your work, military or volunteer experience. Your qualification for a position will depend on your description of previous experience and its relevance to the position you are seeking.

If you are an individual with a disability who is in need of an auxiliary aid or service to participate in the examination process, please notify the Human Resources Department at (228)255-5813 at the time of application.

DIAMONDHEAD WATER & SEWER DISTRICT APPLICATION FOR EMPLOYMENT

Date of Application: _____ Position sought: _____

Name: _____ Social Security: _____

Address: _____

Home Phone: _____ Work: _____

If necessary, best time to call you at home is: _____

May we contact your work? _____ If yes, what is the best time to call? _____

G/O CKN"CF FTGUU?_aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa_____aaaa_____

J cxg"{qw'xgt"cr r nfg "j gtg"dghgtg"n" { gu'i kxg'f cvg"cpf "r qukkp+A_____

Have you ever been employed here before? _____

If yes, give date and position _____

Are you at least 18 years of age? Yes _____ No _____

Are you legally eligible for employment in this country?
(Proof of U.S. Citizenship or immigration status will be required upon employment) _____ [gu"aaaaaaaaaaaa"pq"aaaaaaaaaaaa "

Are you able to meet the attendance requirements of the position? Yes _____ No _____

Will you work overtime if required? Yes _____ No _____

If no, please explain _____

Have you ever plead "guilty" or "no contest" to, or been convicted of a Class "A" misdemeanor or a felony crime? _____

If yes, please provide date(s) and details: _____

Are you known to Schools/References/Employers by another name? _____

If yes, what other name _____

Are you related to any employee of the District? _____

If so, give name and relation: _____

If employed, give date when you will be available for employment? _____

How did you learn of this job vacancy?

_____ Newspaper Advertisement _____ City Web Page _____ City Bulletin Board
_____ Professional Trade Journal _____ Internet _____ Friend / City Employee
_____ Other (please specify _____)

Are you interested in: Full time only _____ Part time only _____ Full or Part Time _____

Do you have a valid Drivers License? _____ State Issued: _____

Number _____ Expiration Date _____ Endorsements: _____

Check one: Operator's () CDL () Class: A B C D E (ej gen'one)

Minimum acceptable starting salary \$/yr _____ \$/hr _____

Have you ever been discharged or forced to resign from any position? Yes _____ No _____

If yes, give details and explain _____

Military Service:

Have you ever served in and branch of the United States Armed Forces? Yes _____ No _____

Branch _____ Dates of Service _____

State reason for Military Separation: _____

Are you eligible for re-enlistment? Yes _____ No _____

If no, state reason why: _____

EDUCATION INFORMATION

	School Name and Address	Years Completed (Circle)	Diploma or Degree Received	Course of Study
High School		9 th , 10 th , 11 th , 12 th		
Trade, Business, Correspondence, Vocational		1, 2, 3, 4		
College/University		1, 2, 3, 4		
Graduate /Professional		1, 2, 3, 4		

Please list professional associations, licensing, and /or certification in which you participate or have acquired:

OTHER SKILLS, TRAINING, ACTIVITIES

Describe any other job-related information you think would be helpful to us in considering you for employment, such as specialized or military training, skills, extracurricular school activities, special studies, patents, inventions, publications, accomplishments, and additional work experience (you may exclude all information indicative of age, sex, race, religion, color, national origin or disability):

References: **Must** list 3 references who have knowledge of your qualifications for employment, other than relatives or employers.

Name	Address	Phone No.
1.		()
2.		()
3.		()

APPLICANT'S CERTIFICATE AND RELEASE

(Read Carefully Before Signing)

All information provided in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions will constitute sufficient grounds for rejection or for subsequent dismissal if I am hired. I am genuinely seeking employment with Diamondhead Water & Sewer District and have no other purpose in applying for a job.

I hereby authorize any current or former employer, school, person, firm, corporation, consumer or credit-reporting agency, or Government agency to answer any and all questions and to release or provide any information within their knowledge or records, and I agree to hold Diamondhead Water & Sewer District any or all of them blameless and free of any liability for releasing any liability for using any information received from such parties in making an employment decision regarding me.

Diamondhead Water & Sewer District is hereby authorized to release to any other firm or person with whom I may seek employment, any and all information concerning my employment or application, including any information received from a third party as a result of an inquiry such as described in the foregoing paragraph, and I agree to hold Diamondhead Water & Sewer District blameless and free of any liability for releasing any such information.

In the event of employment, I understand that I will be required to abide by all rules and regulations of Diamondhead Water & Sewer District (including the signing of any required agreements dealing with inventions, confidential information, or any other terms or conditions of employment) which are now in effect or may be established in the future.

I further understand that in the event of employment, I will need to comply with the security procedures of Diamondhead Water & Sewer District, which may require obtaining a government security clearance. I also may be required to complete a government Personal Security Questionnaire, be fingerprinted, and undergo other related processes.

In compliance with the Immigration law, I understand that if I am offered a job by Diamondhead Water & Sewer District, my employment will be conditioned upon my timely production and completion of documents required to verify my eligibility for employment in the United States.

A photocopy of this signed Applicant's Certificate and Release shall have the same force and effect as an original.

I also understand that the issuance of this application does not indicate that there are any positions open and does not in any way obligate Diamondhead Water & Sewer District.

I understand that any employment offer (or continued employment if employed) will be contingent upon my complying with all requirements outlined in this "Applicant's Certificate and Release" and any other employment-related requirements of Diamondhead Water & Sewer District.

THIS EMPLOYMENT APPLICATION IS NOT A CONTRACT OF EMPLOYMENT. SHOULD I BE OFFERED EMPLOYMENT OR BECOME EMPLOYED BY DIAMONDHEAD WATER & SEWER DISTRICT, I UNDERSTAND THAT BOTH DIAMONDHEAD WATER & SEWER DISTRICT AND I MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE AND WITHOUT LIABILITY TO ME FOR WAGES, SALARY, OR OTHER COMPENSATION EXCEPT SUCH AS I MAY HAVE EARNED THROUGH THE DATE OF SUCH TERMINATION. THIS PROVISION CANNOT BE CHANGED EXCEPT IN A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED DIAMONDHEAD WATER & SEWER DISTRICT REPRESENTATIVE AND ME.

I certify that I have carefully read the above and submit this application with full knowledge of these requirements.

_____	_____
Date	Signature of Applicant
Interviewed by _____	
Remarks _____	

AN EQUAL OPPORTUNITY EMPLOYER

Please note: You must print out and sign this page and return it DWSD. A scanned copy can be emailed to lpinkowski@dwsd.us or fax to: 228-255-9139

DIAMONDHEAD WATER & SEWER DISTRICT

AFFIRMATIVE ACTION FORM

The following information is sought only to assist the Diamondhead Water & Sewer District in analyzing and monitoring its recruitment process in compliance with Federal laws. The information will be kept separately from your application form, and will not be used for employment decisions.

Please check items which apply:

- | | | | |
|--------------------------|-----------------------------------|--------------------------|--------|
| <input type="checkbox"/> | White (Non-Hispanic) | | |
| <input type="checkbox"/> | Asian or Pacific Islander | <input type="checkbox"/> | Female |
| <input type="checkbox"/> | American Indian or Alaskan Native | <input type="checkbox"/> | Male |
| <input type="checkbox"/> | Black (Non-Hispanic) | | |
| <input type="checkbox"/> | Hispanic | | |

Position applied for: _____

Are you presently a Diamondhead Water & Sewer employee? Yes No

If so, in which department: _____

How did you learn of this job opening?

- | | | | |
|--------------------------|----------------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Florida State Employment Service | <input type="checkbox"/> | Friend |
| <input type="checkbox"/> | Newspaper Advertisement | <input type="checkbox"/> | Employment Agency |
| <input type="checkbox"/> | City Web Page | <input type="checkbox"/> | Walk-in |
| <input type="checkbox"/> | City Bulletin Board | <input type="checkbox"/> | Other _____ |

Name: _____ Date: _____

Address: _____

Home Phone: _____ SS # _____

The Diamondhead Water & Sewer District is an Equal Opportunity Employer