



BEAUFORT-JASPER WATER & SEWER AUTHORITY

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

HR Use Only
Received:

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

APPLICATION FOR EMPLOYMENT

(Please Print)

GENERAL INSTRUCTIONS

- All parts of the BJWSA Employment Application must be completed and submitted to the Human Resources Department by the deadline date indicated in the job advertisement. Incomplete or late applications will prevent further consideration for the current job vacancy.
- A separate BJWSA Employment Application must be completed and is required for EACH job opportunity in which you are interested. Attaching a resume is very helpful in the employment process, but does not replace a fully completed application form.
- BJWSA Employment Applications will **only** be accepted during the time when there is an advertised vacancy.
- Please review the minimum qualifications to ensure you qualify for the vacancy. If you do not meet the basic qualifications, your application will be withdrawn from consideration.
- Any applicant requiring reasonable accommodations or assistance in the application or interview process should notify the Human Resources Department.

Completed BJWSA Employment Applications may be mailed, e-mailed, faxed, or personally delivered to the following:

- **Mail:** Human Resources, 6 Snake Road, Okatie, South Carolina 29909-3937
- **E-mail:** Application can be sent via email to dianet@bjwsa.org
- **Fax:** 843-987-7573.

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** _____

(*You must list one specific position you are applying for or your application will not be considered.)

DATE OF APPLICATION: ____/____/____

NAME _____
Last First Middle Other

PRESENT ADDRESS _____ **HOME PHONE** (____) _____
Street

City State Zip **BUS. PHONE** (____) _____

PERMANENT ADDRESS _____ **CELL PHONE** (____) _____
Street

City State Zip **EMAIL ADDRESS:** _____

An Equal Opportunity Employer



EDUCATION

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

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? _____

REFERENCES

Complete the information requested below. (Do not list family or friends.) 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.			



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. Incomplete applications will be withdrawn from consideration.**

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				
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.



ADDITIONAL INFORMATION

Specialized Skills (Check Skills/Equipment Operated)

___ Typing	___ Spreadsheet (Excel, etc)	___ Commercial D.L.	Equipment (list)
___ PC/MAC	___ Wordprocessing (Word, etc)	___ Other License	_____
___ Data Mgt (Access, etc)	___ Drivers License	___ 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.

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.

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

Beaufort-Jasper Water & Sewer Authority is an equal employment opportunity employer and is required by law to report certain data regarding our applicants and employees. To satisfy government regulations, we must provide accurate data on gender, race/ethnic group, and veteran status. If you are in one of the below listed categories, we would like you 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.

First Name:	Last Name:	Middle Name:
Position:		Date:

Please check one of the following: **Male** **Female**

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

- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above five races.

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 serving 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 applies.**

As indicated above, the disclosure of any of the above data is strictly voluntary and will be kept separate from your application or personnel records. If you elect not to provide the information, please check the box below.

I understand that this invitation is voluntary in nature and I elect not to Self-Identify.

Signature

Date