

**CADDO BASIN SPECIAL UTILITY DISTRICT  
EMPLOYMENT APPLICATION**

***(Please Print) Please answer all questions.***

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phones: Day ( ) \_\_\_\_\_ Night ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

***(Information required for drivers license and insurance verification)***

Date of Birth: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Have you ever been convicted of a felony or DWI? ( ) Yes ( ) No

Are you related to any Board Member or Employee at Caddo Basin SUD? ( ) Yes ( ) No

Position or type of employment desired: \_\_\_\_\_

Available for: ( ) Full Time ( ) Part Time ( ) Temporary

Date available: \_\_\_\_\_ Overtime?: ( ) Yes ( ) No

***Employment History (Add additional documents as needed.)***

**Employer:** \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Specific equipment, machinery, computers operated: \_\_\_\_\_

Wage (upon leaving): \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Specific equipment, machinery, computers operated: \_\_\_\_\_

Wage (upon leaving): \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Specific equipment, machinery, computers operated: \_\_\_\_\_

Wage (upon leaving): \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Personal Reference:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Personal Reference:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Professional Reference:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Professional Reference:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

***Education***

	<b>Name</b>	<b>Location</b>	<b>Degree/diploma</b>	<b>Did you graduate?</b>
High School:	_____			

College:	_____			
----------	-------	--	--	--

Graduate School:	_____			
------------------	-------	--	--	--

Business/trade:	_____			
-----------------	-------	--	--	--

***Skills (Please list special skills and equipment you can operate.)*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Certification and Agreement (Read carefully and sign.)***

I certify that all information given on this application and accompanying documents is true and correct. My signature below authorizes Caddo Basin SUD to make investigations. My signature indicates my awareness that false statements or failures to disclose certain information may be sufficient to disqualify me for employment, or, if employed, may be grounds for my immediate dismissal. This application will be active for up to 30 days.

I understand that neither this form nor statements by representatives of Caddo Basin SUD constitutes an employment contract. I further understand that filling out this form does not indicate there is a position open and does not obligate Caddo Basin SUD to hire. If hired, I agree to abide by all Caddo Basin SUD work rules, policies and procedures. Caddo Basin SUD retains the right to revise its policies or procedures, in whole or in part, at any time.

I understand if I am considered for employment I agree to submit to a drivers license and insurance verification and a drug and alcohol test before employment begins.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_