

BOWLING GREEN MUNICIPAL UTILITIES

Application for Employment

Return to:
 Human Resources Dept.
 P.O. Box 10300
 Bowling Green, KY 42102-7300
 Fax: 270-782-4565

Instructions: Answer each item completely and accurately. Incomplete answers may cause delays. False answers will remove your application from consideration.

APPLICANT INFORMATION			
Position Applied for: (Please be specific):		Today's Date:	
Full Legal Name:		Date Available to start:	
Street Address:		Apartment/Unit #:	
City:	State:	ZIP:	County of legal residence:
Home Phone:		Cell Phone, if applicable:	
E-mail Address:		Minimum Salary Acceptable:	
Indicate type of employment you are seeking: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary			
Indicate days of the week or time periods that you are NOT available to work:			
APPLICANT QUALIFICATIONS			
1. Are you legally eligible for employment in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2. Do you have a high school diploma or GED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
3. Do you meet the minimum age requirement of 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
4. Are you willing to work overtime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
5. If hired, would you have transportation to and from work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
6. Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	→ If yes, from what state? _____
7. Are you a resident of Warren County, KY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	→ If no, are you willing to move to Warren Co. within 6 months if employed? YES <input type="checkbox"/> NO <input type="checkbox"/>
8. Do you have any relatives (including those by marriage) currently working for BGMU?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	→ If yes, list name(s) and relationship(s):
9. Have you ever been employed by BGMU?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	→ If yes, indicate dates and job title:
10. Have you ever been dismissed or forced to resign from a job?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	→ If yes, explain:
11. Have you been convicted of, pled guilty to, or pled no contest to any law violations, excluding moving traffic violations , since you turned 18?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, list below the nature of violation, year occurred, and locality.
(A conviction does not automatically disqualify an applicant from consideration. Before making a hiring decision, we will consider all of the circumstances, including but not limited to the nature of the offense, the age of the applicant at the time of the conviction, the number of convictions, the relation between the offense and the job, the applicant's employment history, and efforts at rehabilitation.)			
MILITARY SERVICE			
Branch:		From:	To:
Rank at Discharge:		Type of Discharge:	
If other than honorable, explain:			

EDUCATION: LIST THE NAMES AND LOCATIONS OF SCHOOL(S) ATTENDED

High School:	City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree / Program of Study:
College:	City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree / Program of Study:
Other School:	City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree / Program of Study:

PREVIOUS EMPLOYMENT:
START WITH CURRENT/MOST RECENT EMPLOYER. PLEASE NOTE THAT EVEN IF YOU HAVE ATTACHED A RESUME, THE FOLLOWING SECTION MUST BE COMPLETED OR YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.

Company #1:	Phone: ()	Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Address, City, State:	Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$
Describe your Responsibilities/Duties:		
From (mo/yr): /	To (mo/yr): /	Reason for Leaving:
May we contact your current/previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company #2:	Phone: ()	Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Address, City, State:	Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$
Describe your Responsibilities/Duties:		
From (mo/yr): /	To (mo/yr): /	Reason for Leaving:
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company #3:	Phone: ()	Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Address, City, State:	Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$
Describe your Responsibilities/Duties:		
From (mo/yr): /	To (mo/yr): /	Reason for Leaving:
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company #4:		Phone: ()	Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Address, City, State:		Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$	
Describe your Responsibilities/Duties:			
From (mo/yr): /	To (mo/yr): /	Reason for Leaving:	
May we contact your current/previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company #5:		Phone: ()	Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Address, City, State:		Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$	
Describe your Responsibilities/Duties:			
From (mo/yr): /	To (mo/yr): /	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company #6:		Phone: ()	Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Address, City, State:		Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$	
Describe your Responsibilities/Duties:			
From (mo/yr): /	To (mo/yr): /	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company #7:		Phone: ()	Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Address, City, State:		Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$	
Describe your Responsibilities/Duties:			
From (mo/yr): /	To (mo/yr): /	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

ADDITIONAL SKILLS, QUALIFICATIONS, OR EXPERIENCE:

PLEASE USE THE SPACE BELOW TO LIST ANY ADDITIONAL SKILLS, CERTIFICATIONS, TRAINING, OR EXPERIENCE RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING.

REFERENCES

Please list three professional references, not related to you, who know your qualifications or who know your character.

#1 Reference Name:	Occupation
Company	Work Phone ()
Address	Home Phone ()
#2 Reference Name:	Occupation
Company	Work Phone ()
Address	Home Phone ()
#3 Reference Name:	Occupation
Company	Work Phone ()
Address	Home Phone ()

DRUG-FREE WORKPLACE AND OTHER REQUIREMENTS

As a condition of employment, drug & alcohol testing will be conducted as part of the BGMU hiring process. I understand and agree that if offered a position, I will be required to take and pass a physical examination, including drug & alcohol testing, before I begin work. I further understand that test results which indicate the presence of drugs or alcohol in my body may disqualify me from any consideration for employment. I understand that a job offer may be withdrawn as a result of the physical examination if I do not meet the necessary job-related physical or psychological employment criteria and if there are no reasonable accommodations that would enable me to perform the essential functions of the job. I understand that BGMU reserves the right to require a medical doctor's examination upon employment, as well as periodic examination during employment, and that results deemed satisfactory to BGMU would be required for continued employment.

DISCLAIMER AND APPLICANT'S STATEMENT

I certify that my answers are true and complete to the best of my knowledge. I understand that false statements on this application or on other documents used to secure employment may be considered to be sufficient cause for disqualification, or if employed, I may be dismissed and disqualified from future employment opportunities. I authorize BGMU to conduct reference checks and a background check including my personal history, police records, previous employment, and financial records (for certain positions) and I understand that consideration for employment is conditioned upon the results of these checks. Credit references may be used if in compliance with the Fair Credit Reporting Act of 1970 and the Consumer Credit Reporting Reform Act of 1996. I understand that only information pertinent to the position(s) for which I am applying will be considered in making an employment decision, and that I have the right to make a written request within a reasonable period of time to receive detailed information about the nature, scope, and result of any investigation. I release my employer and all persons, corporations, schools and colleges supplying such information from liability for any resulting damage. I understand that I will be considered for the open position based upon qualifications and without regard to my race, color, sex, national origin, age, marital or veteran status, disability, or any other legally protected status. I understand that this application is not a contract of employment. I understand that Bowling Green Municipal Utilities follows an employment-at-will policy, in that I or Bowling Green Municipal Utilities may terminate my employment at any time, or for any reason consistent with applicable state or federal laws. Should I be accepted for employment, I agree to observe and be governed by the policies, rules, and regulations of Bowling Green Municipal Utilities.

This application will remain valid for thirty (30) days from the date signed by the applicant, after which a new application must be made.

UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED. BGMU is an Affirmative Action/Equal Opportunity Employer M/F/D/V.

Signature:

Date:

VOLUNTARY EEO INFORMATION
(PLEASE READ THESE INSTRUCTIONS BEFORE ANSWERING ANY QUESTIONS ON THIS PAGE.)

The completion of this part of the application form is optional. Your decision to complete this form will assist BGMU in its efforts to evaluate its recruitment process and to comply with Executive Order 11246 (as amended) which requires the collection and maintenance of data on sex/racial/ethnic identity of all applicants for employment. This page is separated from your application immediately upon being received, will not become a part of your permanent file, and will be kept confidential. This form is to be completed voluntarily and failure to do so will not have an effect on the application process.

Full Legal Name:

Street Address:

Apartment/Unit #

City/State/Zip code:

Position Applied for (Please be specific):

Sex: Male Female

**Race/Ethnic Identification
(Based on EEO-4 categories for State and Local Governments):**

- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Are you a veteran? Yes No

How did you hear about this job opening?

- Kentucky Office of Employment and Training (State Job Service)
- BG/WC Human Rights Commission – New Horizons Job Bank
- NAACP
- BGMU Employment Subscription email
- Newspaper (Name of paper: _____)
- Internet (Web site: _____)
- BGMU Employee
- Other _____