

WAUKESHA WATER UTILITY

TO: APPLICANTS FOR Customer Service Representative

Thank you for your interest in the Customer Service Representative position at the Waukesha Water Utility!

A description of job duties and an application for employment are attached. The 2020 hourly pay rate for this position is \$20.25 (bottom) - \$23.82 (mid-point). The pay rate can progress beyond the midpoint based upon performance.

After reading the job description, you are encouraged to use this sheet to briefly describe how your ability, education, and experience will help you to successfully perform these duties. A resume may be used to supplement the information which you provide here, but will not be accepted as a substitute. Please use one sheet only.



WAUKESHA WATER UTILITY

P.O. BOX 1648, Waukesha, WI 53187-1648 (mail)
115 Delafield Street, Waukesha, WI 53188-3615 (street)

Employment Application

We are an Equal Opportunity Employer

You must complete entire application and sign where indicated. You may type-in or print out and write in.

Date:

Applicant Information			
Name (first, middle, last)			
Address (street, city, state, zip code)			Mobile Telephone
Email Address:			Home Telephone
Are there other names under which you have worked or attended school? If yes, please list for reference checking purposes. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide proof of work authorization.)			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.			
Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations? Yes No If Yes, explain: 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not an automatic bar to employment.)			
Do you have any pending criminal charges against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe the 1) nature of the charges, 2) date issued, and 3) county and state where issued.			
Have you ever applied at this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:		Have you ever worked at this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:	
Position Applying For	Part-Time or Full-Time Desired	Salary Preference	Shift Preference
When can you start?			
How were you referred to the company? <input type="checkbox"/> Agency <input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Social Media <input type="checkbox"/> School <input type="checkbox"/> Other			
1. If relevant, please describe computer proficiency, software knowledge, and office equipment experience.			
2. If relevant, please describe experience using machines and equipment.			

Education

School	Name & Location (city, state)	Number of Years Attended	Major subjects	Diploma or Degree Received
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:

Training Courses

List any relevant training programs completed.

Course/Seminar	Organization Sponsoring	Content	Date(s) Attended

Required License(s)

If required to drive a motor vehicle for the job applying for, state your:

1) driver's license number

2) state issued

Are you licensed with any group, association or society relating to the job for which you are applying? Yes No

Registration or License Number	State Issued	Expiration Date

Employment History (start with most recent; use separate sheet if necessary)

Name of Employer:	Telephone
Address:	
Job Title:	Employment Dates (month and year)
Name of Immediate Supervisor:	From: To:
Description of Duties:	
Salary (start):	Salary (end): Reason for Leaving:
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of Employer:	Telephone	
Address:		
Job Title:	Employment Dates (month and year)	
Name of Immediate Supervisor:	From:	To:
Description of Duties:		
Salary (start):	Salary (end):	Reason for Leaving:
Name of Employer:	Telephone	
Address:		
Job Title:	Employment Dates (month and year)	
Name of Immediate Supervisor:	From:	To:
Description of Duties:		
Salary (start):	Salary (end):	Reason for Leaving:
Name of Employer:	Telephone	
Address:		
Job Title:	Employment Dates (month and year)	
Name of Immediate Supervisor:	From:	To:
Description of Duties:		
Salary (start):	Salary (end):	Reason for Leaving:
Employment References		
List individuals familiar with your job qualifications (no relatives or personal friends).		
Name:	Telephone	
	Email Address:	
Relationship:	How long known?	
Name:	Telephone	
	Email Address:	
Relationship:	How long known?	
Name:	Telephone	
	Email Address:	
Relationship:	How long known?	

Please Read Carefully Before Signing This Form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the Waukesha Water Utility to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information about my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)
4. Regardless of whether or not I become employed by the Utility, I recognize this application is not and should not be considered a contract of employment. I understand that employment at the Utility is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the Utility's, unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.

Signed by _____ Date _____

Thank you for your interest in the WAUKESHA WATER UTILITY!