



Campbell County Utilities And Service Authority

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available to start: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for the Authority or for Campbell County? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

If you are selected for a position with the Authority, will you agree to background testing, drug screening, and review of your driving record? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO If no, why not? _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO If no, why not? _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO If no, why
 not? _____

Other – please use this space to list additional information you think would be helpful when considering your application, including training, seminars, workshops, special achievements, or specialized skills:

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Instructions for submitting the Campbell County Utilities and Service Authority Employment Application

This is an electronically fillable PDF form. Read these instructions completely prior to filing out this application.

Fill out the form, print it, and then submit it through the US Postal Service or e-mail to wendy@ccusa-water.com. **Hand-written forms are acceptable; forms do not have to be completed on computer. Forms are also available at 20644 Timberlake Road; Lynchburg, VA 24502.**

Navigating Within the Application (to complete fillable form)

If you are entering information online, you can go from field to field by using your Tab key on your keyboard or by navigating by using your mouse.

Use the Space Bar to check and uncheck boxes when using your Tab key to navigate within the form, or you can use your mouse once your pointer turns into a finger on a hand pointing upward and then clicking with the left mouse button,

Print the application for submission as well as a copy for your records. You will not be able to save the file to your computer using Adobe Reader.

To download the latest version of Adobe Reader, visit <http://www.adobe.com/downloads>