

## Application for Employment

Thank you for your interest in employment with Loudoun Water. Please read and follow the following instructions carefully.

### Instructions

1. The enclosed employment application must be returned no later than the closing date indicated on the job notice. If the position is "open until filled", the position will close when an offer of employment is accepted by a prospective employee.
2. A resume may be attached to the completed employment application. Do not "refer" to your resume when completing the application.
3. Complete each area on the application. Use additional paper if necessary. Incomplete applications may be rejected.
4. The Affirmative Action Data Form is voluntary. The information on this form is confidential and will be used to comply with Federal Equal Employment Opportunity Commission (EEOC) reporting requirements. The information you supply will not become part of your application for employment and will not be forwarded to the hiring official.
5. To apply, complete application and mail application and Affirmative Action Data Form to: Loudoun Water HR Department, PO Box 4000, Ashburn, VA 20146 or fax to 571.223.2079, ATTN: HR Generalist. You may also complete an on-line Application on the Loudoun Water web site: [www.loudounwater.org](http://www.loudounwater.org). The application process usually takes 4 – 6 weeks. You will be notified by Loudoun Water’s Human Resources Department of the status of your application during this period.

### Personal Information

|   |      |                                      |          |
|---|------|--------------------------------------|----------|
| Name (Last, first, middle initial)  |      |                                      |          |
| Mailing Address   | City | State                                | Zip Code |
| Home Telephone Number   |      | Other Phone Number                   |          |
| E-mail Address  |      |                                      |          |
| Position(s) Applied For   |      |                                      |          |
| Date of Application   |      |                                      |          |
| Estimated start date  |      | How did you learn about the vacancy? |          |
| Do you have a valid driver's license? ( <i>For driving purposes only</i> )    Yes    No               |      |                                      |          |
| Are you legally eligible to work in the U.S.? (Verification will be required upon hire.)    Yes    No |      |                                      |          |

### Previous Loudoun Water Employment Information

|  |     |    |
|--|-----|----|
| Have you ever filed an application with us before? | Yes | No |
| If yes, approximate date of application?           |     |    |
| Have you ever been employed with us before?        | Yes | No |
| If yes, give dates of employment.                  |     |    |
| What was your title?                               |     |    |

|   |
|---|
| <b>Reason for leaving?</b>  |
| <b>Do you have any relatives employed by Loudoun Water? Yes No</b>                              |
| <b>If yes, whom?</b>  |
| <b>If employment is offered, do you intend to have any type of secondary employment? Yes No</b> |
| <b>If yes, what?</b>  |

**Education**

| School Name and Location  | High School |    |    |    | Undergraduate College/University |   |   |   | Graduate/ Professional |   |   |   |
|---|-------------|----|----|----|----------------------------------|---|---|---|------------------------|---|---|---|
|   | 9           | 10 | 11 | 12 | 1                                | 2 | 3 | 4 | 1                      | 2 | 3 | 4 |
| <b>Years Completed</b>  |             |    |    |    |                                  |   |   |   |                        |   |   |   |
| <b>Diploma/Degree</b>   |             |    |    |    |                                  |   |   |   |                        |   |   |   |
| <b>List any experiences, skills or qualifications that demonstrate your ability to perform in the position you're applying for (if you need more space, please attach a separate piece of paper.)</b>   |             |    |    |    |                                  |   |   |   |                        |   |   |   |
| <b>List any professional, trade, business or civic activities and offices held.</b><br><b>You may exclude memberships that would reveal gender, race, religion, sexual orientation, national origin, age, disability or other protected status:</b> |             |    |    |    |                                  |   |   |   |                        |   |   |   |
| <b>Have you ever been dismissed/fired or forced to resign from any previous employment?</b><br><b>Yes No</b><br><b>If yes, please offer explanation:</b>  |             |    |    |    |                                  |   |   |   |                        |   |   |   |
| <b>Loudoun Water complies with the American Disabilities Act. <u>Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation?</u></b><br><b>Yes No</b>                                |             |    |    |    |                                  |   |   |   |                        |   |   |   |

**Employment Experience (Start with your present or most recent job.)**

|                           |                                      |                           |              |                         |
|---------------------------|--------------------------------------|---------------------------|--------------|-------------------------|
| <b>Present Employer</b>   |                                      | <b>Dates Employed</b>     |              | <b>Summarize Duties</b> |
| <b>Address</b>            |                                      | <b>From</b>               | <b>To</b>    |                         |
| <b>Position Title</b>     |                                      |                           |              |                         |
| <b>Supervisor</b>         | <b>Supr.'s<br/>Phone<br/>Number</b>  | <b>Hourly Rate/Salary</b> |              |                         |
|                           |                                      | <b>Starting</b>           | <b>Final</b> |                         |
|                           | <b>May We<br/>Contact<br/>Supr.?</b> |                           |              |                         |
| <b>Reason for Leaving</b> |                                      |                           |              |                         |
| <b>Employer</b>           |                                      | <b>Dates Employed</b>     |              | <b>Summarize Duties</b> |
| <b>Address</b>            |                                      | <b>From</b>               | <b>To</b>    |                         |
| <b>Position Title</b>     |                                      |                           |              |                         |
| <b>Supervisor</b>         | <b>Supr.'s<br/>Phone<br/>Number</b>  | <b>Hourly Rate/Salary</b> |              |                         |
|                           |                                      | <b>Starting</b>           | <b>Final</b> |                         |
|                           | <b>May We<br/>Contact<br/>Supr.?</b> |                           |              |                         |
| <b>Reason for Leaving</b> |                                      |                           |              |                         |
| <b>Employer</b>           |                                      | <b>Dates Employed</b>     |              | <b>Summarize Duties</b> |
| <b>Address</b>            |                                      | <b>From</b>               | <b>To</b>    |                         |
| <b>Position Title</b>     |                                      |                           |              |                         |
| <b>Supervisor</b>         | <b>Supr.'s<br/>Phone<br/>Number</b>  | <b>Hourly Rate/Salary</b> |              |                         |
|                           |                                      | <b>Starting</b>           | <b>Final</b> |                         |
|                           | <b>May We<br/>Contact<br/>Supr.?</b> |                           |              |                         |
| <b>Reason for Leaving</b> |                                      |                           |              |                         |

**PLEASE READ CAREFULLY**

**EQUAL EMPLOYMENT OPPORTUNITY**

Loudoun Water (Loudoun County Sanitation Authority) is an Equal Opportunity Employer. We do not discriminate against applicants or employees on the basis of race, color, religion, national origin, age, marital status, veteran's status, gender, sexual orientation or any physical or mental disabilities unrelated in nature and extent to the ability to perform job duties. This policy of non-discrimination extends to all terms, conditions, and privileges of employment and to all personnel actions.

**EMPLOYMENT RELATIONSHIP**

Nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Loudoun Water and the applicant, for either employment or for the providing of benefits. No promise or guarantee regarding employment is binding upon Loudoun Water unless made in writing by the General Manager.

**STATEMENT BY APPLICANT**

I authorize Loudoun Water to contact my current and former employers listed on this application, and I authorize such individuals and organizations to release information requested by Loudoun Water. I indemnify Loudoun Water against any liability that may result from making such investigation, and I release from all liability anyone supplying such information.

If hired, I understand my employment is at will, which means that either Loudoun Water or I am free to terminate my employment with or without cause and with or without notice, at any time. I further understand that no representation, whether oral or written by any representative or agent of Loudoun Water, at any time, can constitute a contract of employment. If hired, I understand I will be required to undergo a background investigation and drug-screening test, and negative results may result in the withdrawal of my offer of employment. If hired, I agree to abide by all rules and regulations of Loudoun Water.

I certify that the information I have supplied on this application and by way of any oral statements is true and accurate, and I understand that, if hired, any intentional misstatement made by me to Loudoun Water may result in my immediate dismissal.

I understand that this application will remain effective only until the position has been filled. I also understand that I must reapply if I wish to be considered for future employment.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**