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|  | Creedmoor-Maha Water Supply Corporation 12100 Laws Rd Buda, TX 78610 |
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# Employment Application for General Manager

## Applicant Information

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

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| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

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|  |  |  |  |
|  | City | State | ZIP Code |

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| --- | --- | --- | --- |
| Phone: |  | Email |  |

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| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

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| Are you 18yrs of age or older? |

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| --- | --- |
| YES[ ]  | NO[ ]  |

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

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| Have you ever worked for this company? | YES[ ]  | NO[ ]  | If yes, when? |  |

## Education

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| --- | --- | --- | --- |
| High School: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |  |

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| --- | --- | --- | --- |
| College: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

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| **Professional Licenses and Training**  |

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| **Certifications/Licenses** |  |
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## References

Please list three professional references. References may not be related to you, and must be able to inform of skills, qualifications, and abilities.

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| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Relationship: |  |
| Company: |  |  |  | Phone: |  |
| Address: |  |  |  | Years Known |  |
|  |  |  |  |  |  |
| Full Name: |  |  |  | Relationship: |  |
| Company: |  |  |  | Phone: |  |
| Address: |  |  |  | Years Known: |  |
|  |  |  |  |  |  |
| Full Name: |  |  |  | Relationship: |  |
| Company: |  |  |  | Phone: |  |
| Address: |  |  |  | Years Known |  |

## Previous Employment

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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| --- | --- |
| Job Title: |  |

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| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| --- | --- |
| Job Title: |  |

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| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| --- | --- |
| Job Title: |  |

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| Responsibilities: |  |

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| From: |  | To: |  | Reason for Leaving: |  |

May we contact your previous supervisor: Y/N

**Additional Questions**:

* Are you willing to work hours longer than 8-5?

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* ­­­­­­­­­­­­­­­­­­­­­­­­­­Are you related to any current employee at Creedmoor-Maha Water Supply Corporation?

(if yes, please describe)

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* Are you related to any current Board of Directors?

(if yes, please describe)

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* Are there any days, shifts or hours you will not be able to work? If yes, please describe.

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* Please explain any gaps in your employment history.

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* Have you ever been discharged or forced to resign from a position? If yes, please describe.

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* Have you received any disciplinary action due to unsatisfactory work performance, unacceptable conduct, or violation of company policy in the last 12 months of employment? If yes, please describe.

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* Were you provided a performance evaluation within the last 12 months of active employment? If yes, please

describe.

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* Have you ever been convicted of a felony, placed on deferred adjudication or probation, or have charges pending for any felony or a misdemeanor (including DWI/DUI), if so, please provide dates of conviction and please explain?

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* Have you ever been convicted of misappropriations of funds, embezzlement, or similar actions or other dishonest conduct? If yes, please explain.

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* Have you ever been convicted of an offense of using a weapon for burglary, robbery, or breaking and entering, theft, or to inflict physical assault? If yes, please explain.

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**Skills and Qualifications:**

* In a short summary please specify any special training or skill that you may have in performing the position for which you are applying.

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* What is your proficiency in English, Spanish, or other languages?

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