



EDWARDS AQUIFER AUTHORITY
EMPLOYMENT APPLICATION
 Equal Opportunity, Reasonable Accommodation Employer

900 E. Quincy Street
 San Antonio, Texas 78215-1415

PVA# _____

Name: _____

Date: _____

Address: _____ Home Telephone: _____ Other Number: _____

City: _____ State: _____ Zip Code: _____

Position Applied For: _____ Salary Desired: _____

Are You Available to Work Full Time Part Time Date Available For Work _____

EDUCATION RECORD (Optional, unless required for the position for which you are now applying.)

Please indicate highest level of education obtained.

_____ (print highest grade completed if HS/GED was not obtained) _____ HS/GED _____ Bachelors _____ Masters _____ Doctorate

School Name	Location	HOURS EARNED	DIPLOMA, DEGREE OR CERTIFICATE EARNED	MAJOR FIELD OF STUDY
Business/Technical/Vocational				
1.				
Colleges/Universities				
1.				
2.				
Graduate Schools				
1.				
2.				

LICENSES (Optional, unless required for the position for which you are applying.)

Driver's License – "X" those that apply <input type="checkbox"/> C <input type="checkbox"/> M	For positions that require specific licenses, copies of licenses will be required at the time of interview.
Commercial: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Endorsements: <input type="checkbox"/> T <input type="checkbox"/> P <input type="checkbox"/> N <input type="checkbox"/> H <input type="checkbox"/> X	List other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types and dates received.
Expiration Date? _____ Number: _____	

SPECIAL SKILLS/LANGUAGES (Optional, unless required for the position for which you are now applying.)

List any special skills you possess and/or equipment or office machines you can operate.

Typing Test Score: _____ WPM Tested by TWC or Edwards Aquifer Authority? _____ Test Date: _____

Languages (Other than English):

1. _____ Speak Read Write

2. _____ Speak Read Write

OTHER INFORMATION

May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your former employers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously worked for the Edwards Aquifer Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____	
Have you ever been convicted of a felony or pled guilty to a felony within the last 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, list all such offenses and state the date of your conviction and identify the court in which you were convicted.	
Are you related to any Edwards Aquifer Authority director or any person now employed by the EAA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the next line.	
Name: _____	Relationship: _____

EMPLOYMENT RECORD

The following information must be completed even when a resume is attached. Please list all employment, unemployment, military, or volunteer experience. Begin with your present or last position and work back. Provide sufficient, qualifying experience. Additional information Sheets are available if needed.

Employer: _____	Full-time (40 hrs/wk) <input type="checkbox"/>	Position Title: _____
Address: _____	Part-time (<40 hrs/wk) <input type="checkbox"/>	Ending Salary: _____
City/State: _____		Phone Number: _____
Start Date: _____	End Date: _____	Supervisor's Name: _____
Months in this position: _____		Supervisor's Phone: _____

Reason for Leaving: _____

Describe responsibilities and duties you performed: _____

Employer: _____	Full-time (40 hrs/wk) <input type="checkbox"/>	Position Title: _____
Address: _____	Part-time (<40 hrs/wk) <input type="checkbox"/>	Ending Salary: _____
City/State: _____		Phone Number: _____
Start Date: _____	End Date: _____	Supervisor's Name: _____
Months in this position: _____		Supervisor's Phone: _____

Reason for Leaving: _____

Describe responsibilities and duties you performed: _____

Employer: _____	Full-time (40 hrs/wk) <input type="checkbox"/>	Position Title: _____
Address: _____	Part-time (<40 hrs/wk) <input type="checkbox"/>	Ending Salary: _____
City/State: _____		Phone Number: _____
Start Date: _____	End Date: _____	Supervisor's Name: _____
Months in this position: _____		Supervisor's Phone: _____

Reason for Leaving: _____

Describe responsibilities and duties you performed: _____

EMPLOYMENT RECORD - Continued

Employer: _____	Full-time (40 hrs/wk) <input type="checkbox"/>	Position Title: _____
Address: _____	Part-time (<40 hrs/wk) <input type="checkbox"/>	Ending Salary: _____
City/State: _____		Phone Number: _____
Start Date: _____	End Date: _____	Supervisor's Name: _____
Months in this position: _____		Supervisor's Phone: _____
Reason for Leaving:		
Describe responsibilities and duties you performed:		

Employer: _____	Full-time (40 hrs/wk) <input type="checkbox"/>	Position Title: _____
Address: _____	Part-time (<40 hrs/wk) <input type="checkbox"/>	Ending Salary: _____
City/State: _____		Phone Number: _____
Start Date: _____	End Date: _____	Supervisor's Name: _____
Months in this position: _____		Supervisor's Phone: _____
Reason for Leaving:		
Describe responsibilities and duties you performed:		

Employer: _____	Full-time (40 hrs/wk) <input type="checkbox"/>	Position Title: _____
Address: _____	Part-time (<40 hrs/wk) <input type="checkbox"/>	Ending Salary: _____
City/State: _____		Phone Number: _____
Start Date: _____	End Date: _____	Supervisor's Name: _____
Months in this position: _____		Supervisor's Phone: _____
Reason for Leaving:		
Describe responsibilities and duties you performed:		

SPECIAL SKILLS AND QUALIFICATIONS:

Do you have any commitments to any other employer that may affect your employment with Edwards Aquifer Authority?

Yes No

If yes please list: _____

REFERENCES

Give three **professional** references other than relatives who can be reached by telephone (preferably during regular office hours Monday through Friday) who have known you for the past year or more.

Name	Occupation	Address	Phone

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

I understand that if I am hired, it will be at the discretion of the General Manager, as prescribed in the Edwards Aquifer Authority's (EAA) Bylaws. I understand that employment with the EAA is "AT-WILL" which means that the EAA has no obligation to continue to employ me in the future. I further understand that no person other than the General Manager has any authority to alter an employee's at-will relationship with the EAA and that any such alteration must be in writing and signed by the General Manager or it is not binding upon the EAA.

I certify that I have made no misrepresentation in this application and I have not withheld information in my statements and answers to questions. I hereby authorize the Edwards Aquifer Authority to investigate and verify any representations made by me, either orally or in writing. I hereby release the EAA, and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind which may result to me on account of compliance, or attempts to comply, with this authorization. I am also aware that my application is subject to the Texas Public Information Act and may be released as a public document. I also understand that this application is the property of the Edwards Aquifer Authority and will become a part of my personnel file if I am hired.

Signature of Applicant: _____ Date: _____

CORE VALUES

**RESPECT • COLLABORATION • INTEGRITY
STEWARDSHIP • PROFESSIONALISM • SCIENCE**



ADDITIONAL INFORMATION SHEET

Application Date: _____

Applicant Name: _____

Position Applied For: _____ PVA#: _____

Employer: _____	Full-time (40 hrs/wk) <input type="checkbox"/>	Position Title: _____
Address: _____	Part-time (<40 hrs/wk) <input type="checkbox"/>	Ending Salary: _____
City/State: _____		Phone Number: _____
Start Date: _____	End Date: _____	Supervisor's Name: _____
Months in this position: _____		Supervisor's Phone: _____
Reason for Leaving: _____		
Describe responsibilities and duties you performed: 		
Employer: _____	Full-time (40 hrs/wk) <input type="checkbox"/>	Position Title: _____
Address: _____	Part-time (<40 hrs/wk) <input type="checkbox"/>	Ending Salary: _____
City/State: _____		Phone Number: _____
Start Date: _____	End Date: _____	Supervisor's Name: _____
Months in this position: _____		Supervisor's Phone: _____
Reason for Leaving: _____		
Describe responsibilities and duties you performed: 		

Signature of Applicant: _____ Date: _____



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APPLICANT INFORMATION

EEO Data

Have you ever applied for a job with the Edwards Aquifer Authority? Yes No

The following information is requested for record keeping purposes. The information will not be used for making employment decisions and will be separated from your application.

Personal Data

PVA#:	Job Title	Last Name	First Name		Middle Initial
Address		City	State	Zip Code	Phone Number
Sex <input type="checkbox"/> F - Female <input type="checkbox"/> M - Male	Date of Birth	Ethnic Origin (Indicate Preferred) <input type="checkbox"/> 1- White <input type="checkbox"/> 3 - Hispanic <input type="checkbox"/> 5-American Indian/Alaskan Native <input type="checkbox"/> 2- Black <input type="checkbox"/> 4 - Asian/Pacific Islander			
How did you find out about this job?					
<input type="checkbox"/> 01 - Internal Edwards Aquifer Authority Web Site		<input type="checkbox"/> 04 - Internet/Job Board/Newspaper: _____			
<input type="checkbox"/> 02 - Referral: _____		<input type="checkbox"/> 05 - Job Fair : _____			
<input type="checkbox"/> 03 - Employment/Placement Agency: _____					

Signature: _____

Date: _____