

Anderson Mill Limited District Application for Employment

PLEASE READ CAREFULLY

Thank you for your interest in employment with Anderson Mill Limited District. **In order to have your application processed, you must thoroughly answer all questions on the application form. Applications filled out incompletely will not be considered.** While we encourage you to attach a resume, please note that a resume will not substitute for completing any portion of this application. All information will be treated confidentially.

Anderson Mill Limited District offers reasonable accommodation in the employment process for individuals with disabilities. If you need assistance with the application or hiring process to accommodate a disability, you may request an accommodation at any time. Please call 512-258-4104 to arrange this accommodation.

Anderson Mill Limited District is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, sex, age, national origin, disability, veteran status, or other legally protected classification.

Anderson Mill Limited District
11500 El Salido Parkway
Austin, Texas 78750
512-258-4104

GENERAL INFORMATION

Last Name	First	Middle Initial	Social Security No. - -	
Street Address		City	State	Zip Code
Home Phone ()	Work/Cell ()	E-Mail		
Position Applied For (Title)	Department	Salary Requirement	Date Available	
How did you learn of this vacancy (please list the specific employee, newspaper, web site, or other source)?				
Have you previously used any other names besides what is provided above? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify below:				
Are you over 18 years old? <input type="checkbox"/> No <input type="checkbox"/> Yes If no, signature of legal guardian required:				
Are you eligible for employment in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes (If offered employment, you will be required to provide documentation to verify eligibility.)				

PREVIOUS AFFILIATIONS

Are you now or have you ever been employed by the Anderson Mill Limited District? No Yes
If yes, please list the location, title, department, and dates below:

EDUCATION

High School Name	City	State	Diploma/Equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No
College and/or Technical School Name	City	State	Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No
Major	Degree Earned	If degree not earned, years completed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Other Training or Degrees School Name	City	State	
Major	Degree Earned		

PROFESSIONAL LICENSES OR CERTIFICATIONS

Title	No.	Issuing State or Organization	Expiration Date
Title	No.	Issuing State or Organization	Expiration Date

RECORD OF CONVICTION

Have you ever been found guilty of, or plead no contest to, a crime other than a minor traffic offense (including during Military Service)? No Yes If yes, explain:

A record of a criminal conviction will not necessarily bar you from employment.

Equal Opportunity Employer

EMPLOYMENT HISTORY: List current/last employers first, include U.S. military service.

Employer Name		Address		City	State	Zip Code
Telephone No. ()		Your Title		Department		
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title			
If you are still employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Summary of duties:						
Reason for leaving:						

Employer Name		Address		City	State	Zip Code
Telephone No. ()		Your Title		Department		
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title			
Summary of duties:						
Reason for leaving:						

Employer Name		Address		City	State	Zip Code
Telephone No. ()		Your Title		Department		
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title			
Summary of duties:						
Reason for leaving:						

Have you ever been discharged or asked to resign from a job?

() No () Yes If yes, explain:

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

SKILLS

List of software in which you are proficient:

List computer programming language in which you are proficient:

Second Languages (including Sign Language):	Fluency							
	Written				Spoken			
Language	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

Please list any other skills relevant to the position for which you are applying:

Please list three references not related to you. (References may include former employers, neighbors, organizational affiliates, co-workers etc) that will speak to your character and/or ability to perform the required duties of the job to which you are applying.

REFERECNCES				
Reference Name	Address	City	State	Zip Code
Telephone No. ()	Title	How long have you known this person?		
E-mail				
Reference Name	Address	City	State	Zip Code
Telephone No. ()	Title	How long have you known this person?		
E-mail				
Reference Name	Address	City	State	Zip Code
Telephone No. ()	Title	How long have you known this person?		
E-mail				

Employment with the Anderson Mill Limited District is contingent upon a successful interview and the clear results of an all-county, criminal, and sex offender background check. Additional information may be required to fulfill this requirement.

I hereby certify that the information in this employment application is true and complete to the best of my knowledge. I understand that false statements of any kind, or omission of information called for on this application are a basis for disqualification or dismissal, regardless of when discovered. I understand that this application is not a contract, offer, or promise of employment. I understand that any employment offered, is for an indefinite duration, unless otherwise specified in writing, and is at-will, which means that either I or Anderson Mill Limited District may terminate my employment at any time with or without notice or cause. I further understand that neither the policies, rules, regulations of employment, application for employment, nor anything said during the interview process shall be deemed to constitute an employment contract, expressed or implied.

I agree that Anderson Mill Limited District, in considering my application for employment, may verify the information set forth on this application and obtain additional information relating to my background and qualifications. I authorize all persons, schools, companies, corporations, financial institutions, and enforcement agencies to supply to Anderson Mill Limited District any information concerning my background.

I have read, understand, and agree to the foregoing.

Signature of Applicant: _____ Date: _____

Equal Opportunity Employer

Anderson Mill Limited District is an equal opportunity employer. In recognition of its responsibility to its paid and volunteer staff, and the community it serves, Anderson Mill Limited District affirms its policy to assure fair and equal treatment in all of its employment practices for all persons. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, disability, veteran status, or other legally protected classification.