



## BENTON UTILITIES

Personnel Department

1827 Dale Ave.

Benton, AR 72015

Phone: 501-294-6900 Fax: 501-294-6901

Website: [www.bentonutilities.com](http://www.bentonutilities.com)

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### EQUAL OPPORTUNITY EMPLOYER

Benton Utilities provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

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### APPLICATION FOR EMPLOYMENT

Please answer all sections and provide information requested. This application will not be valid and processed unless completed in full. Please be certain that you complete all items as accurately as possible. If an item does not apply write "N/A." Further, the position must be open at the time of the application to be valid.

Benton Utilities participates in the Drug Free Workplace Act and conducts pre-employment and random drug testing.

Name of Applicant \_\_\_\_\_

I understand that my application is good for 30 days from today.

I am applying for the following opening(s): \_\_\_\_\_

I understand that a valid Arkansas driver's license and other licensing may be required for this position. If noted as a requirement in the job posting, I have attached a copy of these licenses.

I have reviewed the job opening and requirements for the position(s) noted.

How did you learn of this vacancy at Benton Utilities?

- Advertisement
- Benton Utilities Website
- Benton Utilities Employee
- Other (please specify) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

*Circle one*

Yes / No Are you a citizen of the United States, or are you lawfully eligible to become employed in the United States. (Note: Proof of U.S. citizenship or immigration status will be required if employed.)

Yes / No Are you over the age of 18?

Yes / No Are you related to a current Benton Utilities Employee? If yes, how related  
\_\_\_\_\_

Yes / No Have you ever been previously employed by Benton Utilities? If yes, when?  
\_\_\_\_\_

Yes / No Have you ever been convicted of a crime by a civilian or military court (other than minor traffic violation)? If yes, please provide the description of the offense, date of the offense, description of charges, and date of conviction. \_\_\_\_\_

\_\_\_\_\_  
(Note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

Yes / No From your review of the job posting for the position for which you are applying, are you able to perform the essential functions with or without reasonable accommodation?

Yes / No Are you presently employed? If yes, why do you wish to change jobs? \_\_\_\_\_  
\_\_\_\_\_

Yes / No Are you willing to work overtime?

Yes / No Is there any reason that you could not be at work regularly on time? If yes, please explain:  
\_\_\_\_\_

Yes / No If hired, would you be willing to perform other jobs as needed?

Yes / No Is any additional information necessary to enable a check of your records such as a change of name, use of an assumed name or nickname? If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

List last 10 years of employment history, starting with most recent. Include Full-time, Part-time, Temporary/Seasonal, Voluntary and periods of military service. Explain any gaps in employment. Ensure that the information you provide is complete and accurate. Provide all requested information. A resume may be attached to provide additional or more detailed information. Indicate reason for leaving employment, I.e., Resigned, Dismissed, Layoff, or Temporary Employment. If necessary, you may attach additional pages. Contact the Personnel Office if you have questions or need assistance in completing this application.

Company Name & Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ (month/year) To \_\_\_\_\_ (month/year)

Starting Salary \$ \_\_\_\_\_ HR WK MO YR Position Held \_\_\_\_\_

Ending Salary \$ \_\_\_\_\_ HR WK MO YR  Full-time or  Part-time

Reason for Leaving \_\_\_\_\_

Major Duties Performed \_\_\_\_\_

May we contact this supervisor at this time for a reference? Yes / No

Company Name & Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ (month/year) To \_\_\_\_\_ (month/year)

Starting Salary \$ \_\_\_\_\_ HR WK MO YR Position Held \_\_\_\_\_

Ending Salary \$ \_\_\_\_\_ HR WK MO YR  Full-time or  Part-time

Reason for Leaving \_\_\_\_\_

Major Duties Performed \_\_\_\_\_

May we contact this supervisor at this time for a reference? Yes / No

**EMPLOYMENT HISTORY (CONTINUED)**

Company Name & Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ (month/year) To \_\_\_\_\_ (month/year)

Starting Salary \$ \_\_\_\_\_ HR WK MO YR Position Held \_\_\_\_\_

Ending Salary \$ \_\_\_\_\_ HR WK MO YR  Full-time or  Part-time

Reason for Leaving \_\_\_\_\_

Major Duties Performed \_\_\_\_\_

May we contact this supervisor at this time for a reference? Yes / No

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**EDUCATION**

*High School, College/University, Other Training*

Schools Attended/Address	Major	Did you graduate?	Diploma/Degree/Certificate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TRAINING & SKILLS**

List training, skills, certifications, licenses, etc. that you feel are applicable.

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If employed in the position for which you have applied, would you be in a direct supervisory relationship (receive supervision or provide supervision) to any relative or member of your household? \_\_\_Yes \_\_\_No. If yes, list the full name(s) of the relative(s) and their relationship to you.

Full Name of Relative	Relationship to you	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REFERENCES**

Give the names, addresses and phone numbers of three (3) persons, other than relatives, who have knowledge of your character, experience or ability:

Name	Address/Phone #	Occupation
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Notice to Applicants – If you have a disability and require reasonable accommodation in the application and/or testing process, please complete a Reasonable Accommodation Request Form. Forms are available and should be returned to the Benton Utilities Personnel Department at 1827 Dale Ave., Benton, AR 72015. The request to the Personnel Department may be in writing, by telephone (501-776-5930), or in person. To avoid unnecessary delay, please submit your request and documentation of the need for accommodation at least 48 hours in advance of the time the accommodation is needed.**

**IMPORTANT: READ CAREFULLY**

**Employment At-Will.**

I understand and agree that if employed, and as a condition of employment that employment will be “at will”. “At-will” means that either Benton Utilities or I may end the employment relationship at any time for any reason or for no reason. I further understand that no representative of Benton Utilities has the authority to enter into any agreement for employment with me for any specific period of time or make any agreement with me contrary to the foregoing. I understand that nothing contained in this Application for Employment or in the granting of an interview is intended to create an employment contract between Benton Utilities and myself for either employment or for the providing of any benefit.

If employed, I agree to conform to all policies, practices and procedures of Benton Utilities and acknowledge that these may be changed, interpreted, withdrawn, or amended by Benton Utilities at any time, at Benton Utilities’ sole option and without any prior notice to me. I consent and agree that Benton Utilities shall have the right to search my personal property located on Benton Utilities property, along with Benton Utilities desks, computers, closets, et cetera, for the purpose of investigating possible violations of Benton Utilities rules/policies. This also includes access to my telephone conversations and e-mails or other types of electronic communications.

**Certification of Truth in Application & Release of Information.**

I certify that the facts set forth in my Application for Employment are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for rejection of this application or dismissal from employment whenever discovered. I authorize Benton Utilities to make any investigation of my personal history (and driving record, if applicable) through any means, including investigation bureaus. I authorize all past and present employers, credit bureaus, the officials of all educational institutions I have attended, any person named above on this application, and any other person or entity to furnish records and any or all information they may have concerning me. I release them from any and all liability which might result from their revealing or furnishing this information. A photocopy of this authorization shall be as valid as the original.

**Pre-Employment Drug Test & Pre-Employment Physical.**

I agree to submit to a pre-employment drug test and pre-employment physical. I understand that employment is contingent upon passage of tests.

**Verification of Employment Eligibility.**

I understand that, if employed, by law I must provide proof of eligibility to work in the United States of America pursuant to the Immigration Reform and Control Act of 1986.

Social Security Number \_\_\_\_\_

Driver’s License Number \_\_\_\_\_ State \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_