



*Water Is Life*

DIAMONDHEAD WATER & SEWER DISTRICT  
4425 PARK TEN DRIVE  
DIAMONDHEAD, MS 39525  
PHONE: (228) 255-5813

**(PLEASE PRINT)**

**Affirmative Action/Equal Opportunity Employer**

Diamondhead Water & Sewer District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. The information on this application and all attached papers, etc. is the property of Diamondhead Water & Sewer District.

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION. **You must fill out this application accurately and completely.** PLEASE PRINT CLEARLY in dark ink or type all information. If an item does not apply, insert N/A (not applicable). Attach any documents, certificates, commendations, etc., you feel will help in the evaluation of your application. If you need more space for an answer, use a sheet of paper the same size as this page.

SUBMIT A SEPARATE APPLICATION FOR EACH POSITION FOR WHICH YOU ARE APPLYING. AN ORIGINAL SIGNATURE IS REQUIRED FOR EACH APPLICATION SUBMITTED.

Read the recruitment announcement carefully for the position for which you are applying. Note the skills and knowledge required for this position. Be sure you meet the minimum qualifications set forth in the announcement.

Your application is one of the primary sources of information used in making selection decisions. Carefully complete each experience block describing your work, military or volunteer experience. Your qualification for a position will depend on your description of previous experience and its relevance to the position you are seeking.

If you are an individual with a disability who is in need of an auxiliary aid or service to participate in the examination process, please notify the Human Resources Department at (228)255-5813 at the time of application.

# DIAMONDHEAD WATER & SEWER DISTRICT APPLICATION FOR EMPLOYMENT

Date of Application: \_\_\_\_\_ Position sought: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

If necessary, best time to call you at home is: \_\_\_\_\_

May we contact your work? \_\_\_\_\_ If yes, what is the best time to call? \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Have you ever applied here before (if yes give date and position)? \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_

If yes, give date and position \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally eligible for employment in this country?  
(Proof of U.S. Citizenship or immigration status will be required upon employment) Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to meet the attendance requirements of the position? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you work overtime if required? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_

Have you ever plead "guilty" or "no contest" to, or been convicted of a Class "A" misdemeanor or a felony crime? \_\_\_\_\_

If yes, please provide date(s) and details: \_\_\_\_\_

Are you known to Schools/References/Employers by another name? \_\_\_\_\_

If yes, what other name \_\_\_\_\_

Are you related to any employee of the District? \_\_\_\_\_

If so, give name and relation: \_\_\_\_\_

If employed, give date when you will be available for employment? \_\_\_\_\_

How did you learn of this job vacancy?

\_\_\_\_\_ Newspaper Advertisement    \_\_\_\_\_ City Web Page    \_\_\_\_\_ City Bulletin Board  
\_\_\_\_\_ Professional Trade Journal    \_\_\_\_\_ Internet    \_\_\_\_\_ Friend / City Employee  
\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Are you interested in:    Full time only \_\_\_\_\_    Part time only \_\_\_\_\_    Full or Part Time \_\_\_\_\_

Do you have a valid Driver's License? \_\_\_\_\_ State Issued: \_\_\_\_\_

Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Endorsements: \_\_\_\_\_

Check one:    Operator's ( )    CDL ( )    Class: A    B    C    D    E    (circle one)

Minimum acceptable starting salary:    \$/yr. \_\_\_\_\_    \$/hr. \_\_\_\_\_

Have you ever been discharged or forced to resign from any position?    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, give details and explain \_\_\_\_\_

Military Service:

Have you ever served in and branch of the United States Armed Forces?    Yes \_\_\_\_\_    No \_\_\_\_\_

Branch \_\_\_\_\_ Dates of Service \_\_\_\_\_

State reason for Military Separation: \_\_\_\_\_

Are you eligible for re-enlistment?    Yes \_\_\_\_\_    No \_\_\_\_\_

If no, state reason why: \_\_\_\_\_

## ***Employment History***

Please list your present or previous employers in chronological order with present or last employer listed first.

Complete each section entirely. List all work experience, paid or unpaid, including military experience or volunteer jobs.

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_ Pay Starting: \_\_\_\_\_ Pay Ending: \_\_\_\_\_

May we contact: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

If you supervised employee, please indicate number and give dates: # \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Were you Full-Time or Part-Time? \_\_\_\_\_ How many Hours per week did you work on average? \_\_\_\_\_

Please describe the duties you performed and equipment operated: \_\_\_\_\_  
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Employer Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_ Pay Starting: \_\_\_\_\_ Pay Ending: \_\_\_\_\_

May we contact: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

If you supervised employee, please indicate number and give dates: # \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Were you Full-Time or Part-Time? \_\_\_\_\_ How many Hours per week did you work on average? \_\_\_\_\_

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## EDUCATION INFORMATION

	School Name and Address	Years Completed (Circle)	Diploma or Degree Received	Course of Study
High School		9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup>		
Trade, Business, Correspondence, Vocational		1, 2, 3, 4		
College/University		1, 2, 3, 4		
Graduate /Professional		1, 2, 3, 4		

Please list professional associations, licensing, and /or certification in which you participate or have acquired:

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## OTHER SKILLS, TRAINING, ACTIVITIES

Describe any other job-related information you think would be helpful to us in considering you for employment, such as specialized or military training, skills, extracurricular school activities, special studies, patents, inventions, publications, accomplishments, and additional work experience (you may exclude all information indicative of age, sex, race, religion, color, national origin or disability):

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References: **Must** list 3 references that have knowledge of your qualifications for employment, other than relatives or employers.

Name	Address	Phone No.
1.		( )
2.		( )
3.		( )

**APPLICANT'S CERTIFICATE AND RELEASE**  
**(Read Carefully Before Signing)**

All information provided in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions will constitute sufficient grounds for rejection or for subsequent dismissal if I am hired. I am genuinely seeking employment with Diamondhead Water & Sewer District and have no other purpose in applying for a job.

I hereby authorize any current or former employer, school, person, firm, corporation, consumer or credit-reporting agency, or Government agency to answer any and all questions and to release or provide any information within their knowledge or records, and I agree to hold Diamondhead Water & Sewer District any or all of them blameless and free of any liability for releasing any liability for using any information received from such parties in making an employment decision regarding me.

Diamondhead Water & Sewer District is hereby authorized to release to any other firm or person with whom I may seek employment, any and all information concerning my employment or application, including any information received from a third party as a result of an inquiry such as described in the foregoing paragraph, and I agree to hold Diamondhead Water & Sewer District blameless and free of any liability for releasing any such information.

In the event of employment, I understand that I will be required to abide by all rules and regulations of Diamondhead Water & Sewer District (including the signing of any required agreements dealing with inventions, confidential information, or any other terms or conditions of employment) which are now in effect or may be established in the future.

I further understand that in the event of employment, I will need to comply with the security procedures of Diamondhead Water & Sewer District, which may require obtaining a government security clearance. I also may be required to complete a government Personal Security Questionnaire, be fingerprinted, and undergo other related processes. Submittal of social security number will be required.

In compliance with the Immigration law, I understand that if I am offered a job by Diamondhead Water & Sewer District, my employment will be conditioned upon my timely production and completion of documents required verifying my eligibility for employment in the United States.

A photocopy of this signed Applicant's Certificate and Release shall have the same force and effect as an original.

I also understand that the issuance of this application does not indicate that there are any positions open and does not in any way obligate Diamondhead Water & Sewer District.

I understand that any employment offer (or continued employment if employed) will be contingent upon my complying with all requirements outlined in this "Applicant's Certificate and Release" and any other employment-related requirements of Diamondhead Water & Sewer District.

**THIS EMPLOYMENT APPLICATION IS NOT A CONTRACT OF EMPLOYMENT. SHOULD I BE OFFERED EMPLOYMENT OR BECOME EMPLOYED BY DIAMONDHEAD WATER & SEWER DISTRICT, I UNDERSTAND THAT BOTH DIAMONDHEAD WATER & SEWER DISTRICT AND I MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE AND WITHOUT LIABILITY TO ME FOR WAGES, SALARY, OR OTHER COMPENSATION EXCEPT SUCH AS I MAY HAVE EARNED THROUGH THE DATE OF SUCH TERMINATION. THIS PROVISION CANNOT BE CHANGED EXCEPT IN A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED DIAMONDHEAD WATER & SEWER DISTRICT REPRESENTATIVE AND ME.**

I certify that I have carefully read the above and submit this application with full knowledge of these requirements.

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

Interviewed by \_\_\_\_\_

Remarks \_\_\_\_\_

**(Please note: You must print and sign this page and return it to DWSD. A scanned copy can be emailed to jobs@dwsd.us or dropped off at the DWSD front desk or mailed to the main office)**

**AN EQUAL OPPORTUNITY EMPLOYER**

