



Oconee Joint Regional Sewer Authority Application for Employment

The Oconee Joint Regional Sewer Authority is an Equal Opportunity Employer and is committed to excellence through diversity

Please type or print legibly. The application must be fully completed in order to be considered. Please complete each section, even if you attach a resume.

Personal Information

Full Name

Address		City	State	Zip
Phone Number ()	Mobile Number ()	Email Address		
Driver's License Information State License Number		Do you have a CDL? If so, what Class, Restrictions, and Endorsements? Yes <input type="checkbox"/> No <input type="checkbox"/> Details:		
Are you U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you willing to submit to a pre-employment drug screening test? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever been employed at the OJRSA? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, provide dates and role(s).		
Are you related to an OJRSA employee? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, provide the name(s) and relationship		
Are you a friend of neighbor of an OJRSA employee? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, provide the name(s) and relationship		
Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.				
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, provide date, location, and details.		

Position

Position You Are Applying For	Available Start Date	Desired Pay
Employment Desired Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/>	Are you willing to submit to a pre-employment drug screening test? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you meet the minimum qualifications listed in the job posting for which you are applying? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, describe how you meet the minimum qualifications.	

Education

High School Name	Location	Years Attended	Graduate?	GED?
College/University Name	Location	Years Attended	Degree Received	Major/Minor/Concentration

Professional Licenses

Do you currently have a Biological Wastewater Treatment Operator License as issued by the South Carolina Department of Labor, License, and Regulation (*License must be current and in good standing with the SCLLR Environmental Certification Board*)

Yes

No

License Number:

License Grade:

Do you have other professional licenses or certifications, such as Professional Engineer, SCLLR Physical/Chemical Wastewater Treatment License, Certified Public Accountant, etc.? (*License(s) must be current and in good standing with regulatory authority(ies)*)

Yes

No

License/Certification Type(s), Number(s), and Grade(s):

Employment History

Most Recent Employer	Job Title	Dates Employed	
Work Phone ()	Supervisor's Name	Ending Pay Rate	
Address	City	State	Zip

Describe job duties:

May we contact your previous employer or supervisor for a reference?

Yes

No

Why did you leave?

Second Recent Employer	Job Title	Dates Employed	
Work Phone ()	Supervisor's Name	Ending Pay Rate	
Address	City	State	Zip

Describe job duties:

May we contact your previous employer or supervisor for a reference?

Yes

No

Why did you leave?

Third Recent Employer	Job Title	Dates Employed
Work Phone ()	Supervisor's Name	Ending Pay Rate
Address	City	State
		Zip

Describe job duties:

May we contact your previous employer or supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	Why did you leave?
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Explain any gaps in your employment, other than those due to personal illness, injury or disability. If N/A, please state "N/A."

If not addressed above, have you ever been fired or asked to resign from a job (even if it is from one not listed above)? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain:
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Additional Information

State any additional job-related information that you feel makes you a good candidate for this position. You may include job-related organizations involved in (including offices held), special accomplishments, publications, awards, etc. Use additional pages if needed. **NOTE:** Exclude information that would reveal, race, color, marital status, religion, sex, national origin, citizenship, age, mental or physical disabilities, military service, or any other similarly protected status.

References

List name and telephone number of three personal references who are not related to you and are not previous supervisors. ALL 3 References are REQUIRED.

Name	Title	Relationship to You	Number of Years Known	Phone
				()
				()
				()

Affirmative Action Statement

It is the policy of the OJRSA to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the agency's equal employment opportunity policy, the OJRSA will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout the OJRSA. A notice explaining the company's policy will remain posted.

Signature Disclaimer

I expressly authorize the Oconee Joint Regional Sewer Authority (OJRSA), its representatives, employees, and agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the OJRSA, its agents, employees, and representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the OJRSA and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and that the OJRSA reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the OJRSA is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Executive Director of the OJRSA. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) result in my immediate discharge from the employ of the OJRSA, whenever it is discovered.

By my signature, I hereby certify that I have read the Affirmative Action Statement and Signature Disclaimer and that all information provided on this application is accurate.

NAME (Print)	SIGNATURE
DATE	