



**TRUCKEE MEADOWS WATER SYSTEMS, INC.**  
**245 Winter Street**  
**Reno, NV 89503**  
**Office: (775) 324-2001**  
**Website: [www.renowaterfilters.com](http://www.renowaterfilters.com)**

**APPLICATION FOR EMPLOYMENT** *Incomplete applications will be rejected.*

Truckee Meadows Water Systems (TMWS) is an equal opportunity employer. No question on this application is asked for the purpose of excluding any applicant's consideration for employment because of race, color, religion, sex, sexual orientation, age, national origin, veteran's status, disability or any other legally protected status. The information furnished on this application helps determine your qualifications for the position for which you are applying. The completion of this application does not obligate TMWS to grant an interview or offer of employment. Any applicant may be immediately rejected for employment or, if hired, terminated for giving false information in the application or for failing to accurately provide information requested. If hired, employment is for no fixed term and TMWS or the employee can terminate employment at any time with or without notice and with or without cause.

**PLEASE PRINT LEGIBLY**

**Position for which you are applying** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date available for work** \_\_\_\_\_ **Salary Desired** \_\_\_\_\_

**What prompted your application?** \*Ad \*Employment Agency \*Walk-in \* Friend \*Relative \*Website \*Other

**Name** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Last) (First) (Middle Initial)

**Indicate all other names under which you have worked or are known:**

**Address** \_\_\_\_\_  
Street Apt. No. City State Zip

**Mailing address, if different** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Are you 18 years of age or older?** Yes \_\_\_ No \_\_\_ **If hired, can you provide proof of your age?** Yes \_\_\_ No \_\_\_  
*An offer of employment, if made, will be subject to verification that the applicant's age meets requirements.*

**If hired, can you produce sufficient documentation of your identity and right to work in the United States and attest under penalty of perjury that the documents you have produced are genuine and relate to you?** Yes \_\_\_ No \_\_\_

**Have you ever been terminated or asked to resign?** Yes \_\_\_ No \_\_\_

**If yes, provide details:** \_\_\_\_\_

**Have you ever been convicted of any criminal misdemeanor or felony in any court of law?** Yes \_\_\_ No \_\_\_

**If yes, provide details:** \_\_\_\_\_

*A conviction does not automatically disqualify you for employment. The type of crime committed and how long ago, as well as the job for which you are applying, are among the factors considered.*

Have you previously submitted to us an application for employment? Yes \_\_\_ No \_\_\_  
 Do you have any relatives working for TMWS? Yes \_\_\_ No \_\_\_ Provide names \_\_\_\_\_  
 Do you have a means for getting to work regularly? Yes \_\_\_ No \_\_\_  
 You are available to work: Full-time \_\_\_ Part-time (hours) \_\_\_\_\_ Temporary \_\_\_ Other \_\_\_\_\_  
 Are you currently on layoff status and subject to recall? Yes \_\_\_ No \_\_\_  
 Can you travel if the job requires it? Yes \_\_\_ No \_\_\_ If necessary, could you work overtime? Yes \_\_\_ No \_\_\_

**EDUCATION**

School	Name of School	Graduated Yes or No	Major/Minor/Courses Taken	Degree Achieved
High School/GED				
College				
Other College				
Graduate Work				
Trade or Business				

Describe any specialized training, apprenticeships, skills, extracurricular activities or job related training received relevant to the position for which you are applying. \_\_\_\_\_  
 \_\_\_\_\_

List all computer programs with which you are proficient. \_\_\_\_\_  
 \_\_\_\_\_

List all office machines/equipment which you are able to operate. \_\_\_\_\_  
 \_\_\_\_\_

Any other job-related information or skill not previously included. \_\_\_\_\_  
 \_\_\_\_\_

**DRIVING DATA (For positions which require driving)**

Do you have a Nevada Driver's License? Yes \_\_\_ No \_\_\_  
 Have you ever     a) been refused a driver's license? Yes \_\_\_ No \_\_\_  
                       b) had your driver's license revoked or suspended? Yes \_\_\_ No \_\_\_  
                       c) been prohibited from operating a motor vehicle for any reason? Yes \_\_\_ No \_\_\_  
                       d) been involved in a major vehicle accident? Yes \_\_\_ No \_\_\_  
 If answer to a, b, c, or d is yes, please provide explanation: \_\_\_\_\_  
 \_\_\_\_\_

## PERSONAL REFERENCES

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

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

## EMPLOYMENT HISTORY

**YOUR EMPLOYMENT HISTORY MUST BE DETAILED AND ACCURATE TO AVOID DISQUALIFICATION. Provide your last four employers in chronological order, beginning with your current or most recent position. Do not omit any employers. Résumé may be attached, but employment history must be completed for the application to be considered.**

1. Name of employer \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Name of immediate supervisor \_\_\_\_\_ Pay \$ \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Position held \_\_\_\_\_

2. Name of employer \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Name of immediate supervisor \_\_\_\_\_ Pay \$ \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Position held \_\_\_\_\_

3. Name of employer \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Name of immediate supervisor \_\_\_\_\_ Pay \$ \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Position held \_\_\_\_\_

4. Name of employer \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Name of immediate supervisor \_\_\_\_\_ Pay \$ \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Position held \_\_\_\_\_

**MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If there were periods in time for which you were not employed, please list and explain what you did during those periods of time.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S STATEMENT**  
**PLEASE READ BEFORE SIGNING THIS APPLICATION**

To the best of my knowledge, I have truthfully disclosed all information asked for in this application and the answers given are true, accurate and complete. My application includes any attachments that I have provided and my résumé.  
\_\_\_\_\_ Initial

I understand that Truckee Meadows Water Systems does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. \_\_\_\_\_ Initial

I authorize investigation of all statements in this application and contact with any person or entity named in this application and other persons or entities that may have knowledge of my past for the purpose of obtaining information material to my qualifications for employment. \_\_\_\_\_ Initial

I authorize all those with whom I am acquainted (previous employers, institutions, neighbors, friends and others) to furnish any and all information they may have concerning me which may be material to my qualifications for the position. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and non-defamatory information in a lawful manner, in the employment process and other persons, corporations or organizations for furnishing such information about me. \_\_\_\_\_ Initial

I also understand and agree, that if hired, my employment is "at will" and my employment is not for a definite or fixed time period and may, regardless of the date of payment of wages, be terminated for any reason or no reason at any time at the sole discretion of Truckee Meadows Water Systems or by me with or without prior notice. It is further understood that this "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by the President of the Company. \_\_\_\_\_ Initial

If I am employed by Truckee Meadows Water Systems, I agree to conform to the rules, policies, procedures, regulations and practices that govern it. I also understand that my wages, hours and working conditions are subject to changes by Truckee Meadows Water Systems at any time without notice. \_\_\_\_\_ Initial

I 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 federal immigration laws require me to complete an I-9 in this regard. \_\_\_\_\_ Initial

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 eliminate further consideration for employment. In the event of my employment, I understand that any false or misleading information in my application or interview(s) may result in termination of my employment.  
\_\_\_\_\_ Initial

I understand that this application remains current for only 30 days. At the conclusion of that time, it will be necessary for me to reapply and fill out a new application for employment consideration. \_\_\_\_\_ Initial

**DO NOT SIGN UNTIL YOU HAVE READ AND INITIALED ALL SECTIONS OF THE APPLICANT STATEMENT.**  
I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date of Application**

**FOR FILE ONLY**

**Interview:** Yes \_\_\_ No \_\_\_      **Employment Letter:** Yes \_\_\_ No \_\_\_      **Employment Accepted:** Yes \_\_\_ No \_\_\_

**Start Date:** \_\_\_\_\_ **Job Title** \_\_\_\_\_ **Starting Salary** \_\_\_\_\_