



2806 Bryan Road
Van Buren, Arkansas 72956
479-474-5067

Employment Application

PLEASE PRINT CLEARLY

DATE: _____

Position applying for: _____

PLEASE ANSWER ALL QUESTIONS

EMPLOYEE INFORMATION

Name: _____
(Last) (First) (Middle Initial)

Telephone(s): _____ Email: _____

Address: _____
(Street) (City) (State) (Zip Code)

Driver's License: _____ Endorsement(s): _____ State: _____ Expiration Date: _____

Are you able to perform essential functions of the position? Yes__ No___ Available to work overtime? Yes__ No___

Are you legally eligible for employment in the U.S.? Yes__ No___ 18 years of age or older? Yes ___ No ___

Type of employment requested: _____ Full Time _____ Part Time _____ Temporary

Are you related to a current Van Buren Municipal Utilities Employee? Yes__ No___ Employee: _____

Available Date: _____ Salary Desired: _____

EMPLOYMENT HISTORY

List most recent employment first, use additional paper if necessary.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
_____	_____	_____	_____
_____	_____	Reason for leaving:	
_____	_____	_____	
Pay: \$	Supervisor:	Telephone:	
Per:	_____	_____	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
_____	_____	_____	_____
_____	_____	Reason for leaving:	
_____	_____	_____	
Pay: \$	Supervisor:	Telephone:	
Per:	_____	_____	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
_____	_____	_____	_____
_____	_____	Reason for leaving:	
_____	_____	_____	
Pay: \$	Supervisor:	Telephone:	
Per:	_____	_____	

Summarize other related experience/skills:

EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered (use additional paper if necessary):

Types of computers, software, and/or job related equipment you are qualified to operate/repair (backhoes, etc.):

Professional licenses, certifications, or registrations:

Additional skills, including supervision skills, other languages or job related information you wish to bring to the employer's attention:

Typing speed: _____per minute (N/A if not applicable to position):

REFERENCES

List two personal references who are not relatives or former supervisors:

Name	Address	Telephone	Relationship	Years known

CONTACT

In case of emergency, please contact: Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have your driving records checked, and have a physical examination and/or a drug test. I understand and agree to the information shown above.

Signature of Applicant

Date



An Equal Opportunity Employer

VBMU NEW HIRE/TRANSFER POSITION INTEREST FORM

POSITION INTERVIEWING FOR: _____
(Job Description attached)

NAME: _____ DATE: _____

CURRENT POSITION: _____

YEARS AT VBMU/RELATED: _____

CURRENT LICENSES/CERTIFICATIONS HELD:

WATER: _____ WASTEWATER: _____

BACKFLOW PREVENTION: _____

PLUMBING INSPECTOR: _____ CDL: _____

OTHER: _____

1. Why are you interested in working for VBMU/transferring to this department?

2. In a job, what interests you most?

3. In a job, what interests you least?

4. What do you consider your best accomplishment in your last job/position?

5. If you were hired/transferred, what ideas/talents could you contribute to the position/VBMU?

6. What have you done to develop or change in the last few years?

7. What can we expect from you in your first three months?

8. Tell me about a challenge or conflict you've faced at work, and how you dealt with it.

9. Why are you leaving your current job/position?

10. What's your work style?

11. How do you deal with pressure or stressful situations?

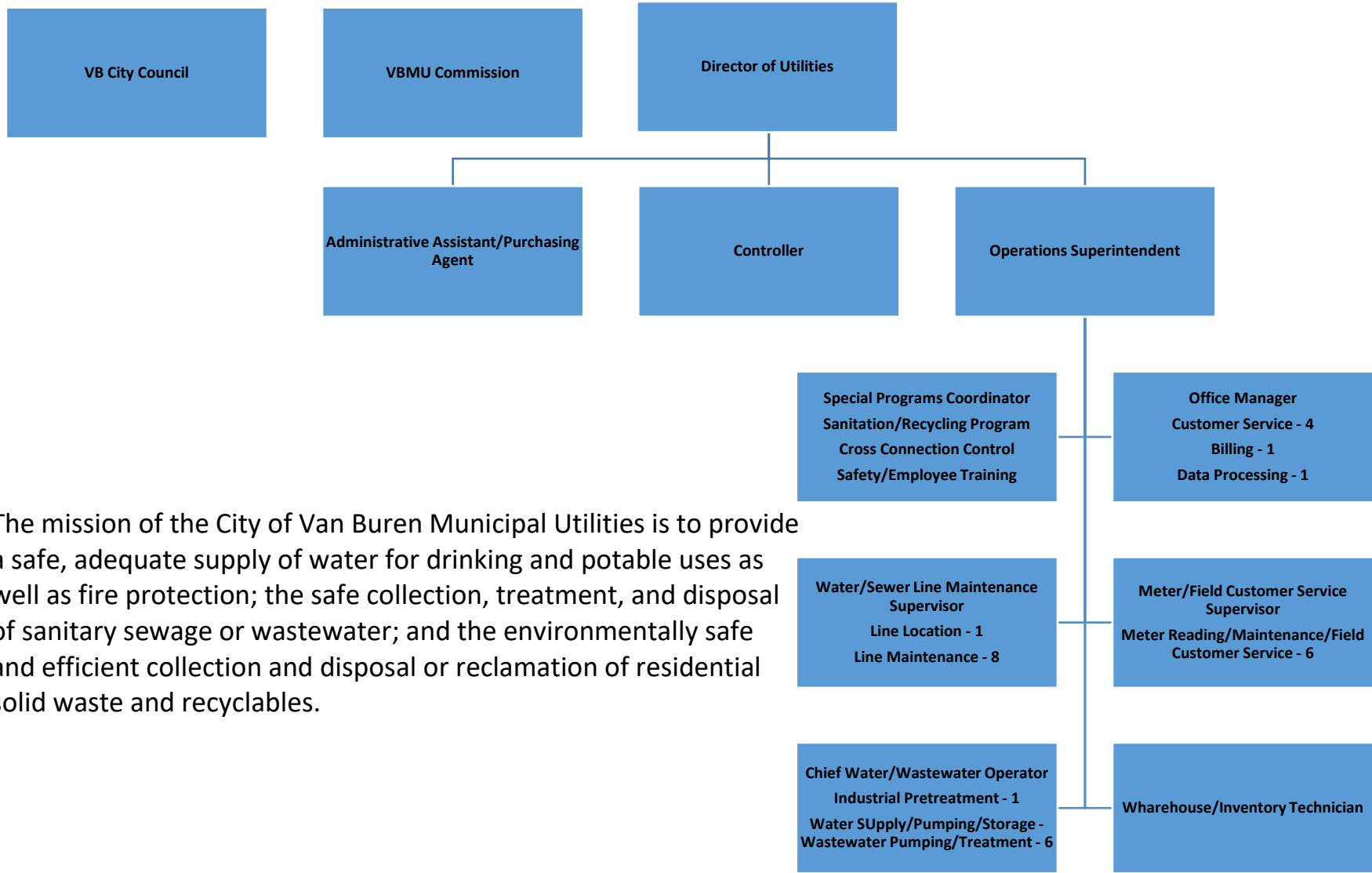
12. What are your biggest strengths?

13. What are your biggest weaknesses?

14. How do you plan to achieve your career goals?

15. What questions do you have for me?

Employee Signature



The mission of the City of Van Buren Municipal Utilities is to provide a safe, adequate supply of water for drinking and potable uses as well as fire protection; the safe collection, treatment, and disposal of sanitary sewage or wastewater; and the environmentally safe and efficient collection and disposal or reclamation of residential solid waste and recyclables.