

**Rivanna Water & Sewer Authority**  
**695 Moores Creek Lane**  
**Charlottesville, VA 22902**  
**434/977-2970**  
**www.rivanna.org**



An Equal Opportunity/Affirmative Action Employer

**EMPLOYMENT APPLICATION**

Answer all questions. Please print or type. Incomplete applications will not be considered.

In compliance with Federal and State equal employment opportunity laws, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability, or any other non-job related factor. Applications are considered active for no more than six months and after that period it may be necessary to reapply to be considered for employment.

Position(s) Applied For:

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone (Day) \_\_\_\_\_ Are you known to schools/references by another name? Yes No  
(Evening) \_\_\_\_\_ If yes, by what name? \_\_\_\_\_

Email Address \_\_\_\_\_ (please type or print clearly)

Have you filed an application or been employed here before? Yes No Date(s)

Are you legally eligible for employment in the United States? Yes No You are eligible for employment if you are a US citizen or if you have an appropriate permit to work in the US through the Dept. of Justice or the US Dept. of Labor.

Are you available to work? Full Time Part Time On Shifts Temporary

On what date would you be available to work? \_\_\_\_\_

Do any of your friends or relatives work here? Yes No

If yes, list name(s) and relationship: \_\_\_\_\_

Have you been convicted of any offense other than a minor traffic violation? Yes No

If yes, describe in full, including date(s). A conviction does not automatically mean you cannot be hired. The type of conviction(s) and how long ago are important. Please give all the facts.

Do you have a valid Driver's License? Yes No Do you have a CDL endorsement? Yes No

Are you now on "lay-off" status and subject to recall? Yes No

Did you serve in the Armed Forces? Yes No

Include details of service, including ranks held, under **Work Experience** and describe any relevant training.

List trade or professional organizations of which you are a member, including offices held:

**REFERENCES**

List three persons *other than* relatives who know you and your qualifications.

NAME, RELATIONSHIP AND OCCUPATION

ADDRESS/PHONE

1.	
2.	
3.	

Did you graduate from high school or achieve a high school equivalency diploma? Yes No

School or certifying agency \_\_\_\_\_ Address \_\_\_\_\_

Name & Location (city/state) of college(s)/university(ies) attended:	Major Field of Study	Degree Received?	
		Type	Year

**Other Training (including business, trade, military, or correspondence schools):**

Name & Location of School (city/state)	Type of Training	Year

Use this space to give any special qualifications relevant to the position for which you are applying which are not covered elsewhere in your application (such as professional licenses or certificates, skills in operation of machines/equipment, technical skills, computer software, or other special training).

## WORK EXPERIENCE

LIST ALL JOBS HELD STARTING WITH THE PRESENT AND WORKING BACK TO ALSO INCLUDE MILITARY ASSIGNMENTS. YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS YOU PROVIDE ALL INFORMATION REQUESTED BELOW. STATING "SEE RESUME" WILL MAKE YOUR APPLICATION INVALID. YOU MAY USE ADDITIONAL PAPER IF NECESSARY.

**May your present employer be contacted? Yes      No**

<b>A</b>	Current Position	Name, Title, & Phone Number of Immediate Supervisor
	Employer (name of company/organization)	Address of Employer
	Dates of Employment (Information must be completed)  From _____ To _____ Mo.   Yr.    Mo.   Yr.  Last Salary _____ per  No. of Hrs. Worked per Week  Reason For Leaving:	Describe your duties, responsibilities, and accomplishments below.
<b>B</b>	Position	Name, Title, & Phone Number of Immediate Supervisor
	Employer (name of company/organization)	Address of Employer
	Dates of Employment (Information must be completed)  From _____ To _____ Mo.   Yr.    Mo.   Yr.  Last Salary _____ per  No. of Hrs. Worked per Week  Reason For Leaving:	Describe your duties, responsibilities, and accomplishments below.
<b>C</b>	Position	Name, Title, & Phone Number of Immediate Supervisor
	Employer (name of company/organization)	Address of Employer
	Dates of Employment (Information must be completed)  From _____ To _____ Mo.   Yr.    Mo.   Yr.  Last Salary _____ per  No. of Hrs. Worked per Week  Reason For Leaving:	Describe your duties, responsibilities, and accomplishments below.

<b>D</b>	Position	Name, Title, & Phone Number of Immediate Supervisor
	Employer (name of company/organization)	Address of Employer
Dates of Employment (Information must be completed)  From _____ To _____ Mo.   Yr.   Mo.   Yr.  Last Salary _____ per  No. of Hrs. Worked per Week  Reason For Leaving:		Describe your duties, responsibilities, and accomplishments below.

<b>E</b>	Position	Name, Title, & Phone Number of Immediate Supervisor
	Employer (name of company/organization)	Address of Employer
Dates of Employment (Information must be completed)  From _____ To _____ Mo.   Yr.   Mo.   Yr.  Last Salary _____ per  No. of Hrs. Worked per Week  Reason For Leaving:		Describe your duties, responsibilities, and accomplishments below.

**Use supplement form or blank paper if more space is required.**

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**AGREEMENT**

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I certify that answers given herein are true and complete to the best of my knowledge and that I have received and read the job description for the position applied for.

I authorize you to make and agree to cooperate in such investigations and inquiries of my personal references, employment, and other matters relevant to information supplied as part of this application as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with information supplied as part of this application. I understand that I may need to sign information release forms if required to permit investigation of information supplied on this application, which may include criminal record and driving record checks. I understand that any job offer is conditional upon satisfactory results of an Authority-paid physical exam related to the requirements of the position offered and that a drug screening is part of this physical exam.

If I am employed, I understand that false or misleading information given as part of this application or interview(s) may result in discharge. I understand, also, that I am required to abide by all Authority rules and regulations, that current copies of such rules and regulations, including descriptions of the current benefit program, are available for inspection before employment, and that nothing in such materials or this application is to be construed as a contract of employment.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**RIVANNA AUTHORITY EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION DATA FORM**

The Rivanna Water and Sewer Authority has an Affirmative Action program to ensure equal employment opportunity in its hiring practices. We are asking you to voluntarily help us monitor the effectiveness of our program by completing the affirmative action data below. The completion of this form is voluntary; neither its completion nor refusal to complete will subject you to any adverse treatment. **This form will be filed separately from your application and the provided information will not be used to discriminate against you in any way. Questions 5 - 9 are optional.**

<b>1</b>	Application for Position of:	<b>2</b>	Social Security Number
<b>3</b>	How did you learn of this vacancy?	_____/_____/____	
<b>4</b>	Name: _____ Last                      First                      Middle _____ Address                      City                      State                      Zip	<b>5</b>	Age: <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-40 <input type="checkbox"/> 41-55 <input type="checkbox"/> 56 or older
<b>6</b>	Ethnic Origin  <b>Note:</b> Ethnic origin is defined by the Federal Equal Employment Opportunity Commission as follows:  <input type="checkbox"/> (a) <b>White</b> <input type="checkbox"/> (b) <b>Black</b> <input type="checkbox"/> (c) <b>Hispanic</b> <input type="checkbox"/> (d) <b>Asian/Pacific Islander</b> <input type="checkbox"/> (e) <b>American Indian/Alaskan Native</b>	<b>7</b>	Sex: <input type="checkbox"/> Female  <input type="checkbox"/> Male
<b>8</b>	(a) Veteran:      Yes              No  (b) If yes, check                      Vietnam Era, 1962-1975                      Other		
<b>9</b>	(a) Have you any physical, mental, or medical disability which could impair your ability to perform this job?      Yes              No  (b) If yes, check  <input type="checkbox"/> Speech <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Hearing <input type="checkbox"/> Intellectual <input type="checkbox"/> Emotional/Psychological		

THE AUTHORITY DOES NOT DISCRIMINATE IN EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, OR ANY OTHER NON-JOB RELATED FACTOR.

## WORK EXPERIENCE - Continued

### Supplemental Sheet

<div style="border: 1px solid black; width: 20px; height: 20px; background-color: #cccccc; margin-bottom: 5px;"></div> Position	Name, Title, & Phone Number of Immediate Supervisor
Employer (name of company/organization)	Address of Employer
Dates of Employment (Information must be completed)  From _____ To _____ Mo.   Yr.   Mo.   Yr.  Last Salary _____ per  No. of Hrs. Worked per Week  Reason For Leaving:	Describe your duties, responsibilities, and accomplishments below.
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## GENERAL INFORMATION FOR APPLICANTS

The Rivanna Water and Sewer Authority (RWSA) is an independent public agency providing impoundment, treatment, storage and transmission of potable water and transport and treatment of wastewater for the citizens of Charlottesville and Albemarle County. RWSA is a wholesale agency with two customers: the Charlottesville Water and Sewer Division and the Albemarle County Service Authority. These two agencies in turn provide service to the individual retail customers. Water and sewer operations are entirely supported by ratepayers, not by taxes.

The majority of Rivanna employees are plant operators and are licensed by the Department of Professional and Occupational Regulation of the Commonwealth of Virginia, on the combined basis of education, experience, and successful completion of a four hour written examination. RWSA assists and encourages operators in obtaining licenses through on-the-job training, correspondence courses, special schooling, and pay incentives. A licensed operator is an asset to both RWSA and the public which it serves. Each operator is expected to make maximum effort towards being licensed and each position has a required licensing level.

Job applicants will receive a copy of the job description for the position they are applying. Applicants will be required to certify they have read that job description.

All employees are paid bi-weekly on Fridays. Paychecks will be automatically deposited into an employee's bank checking or savings account. Confirmation of the automatic deposit will be mailed to the employee's address on file or they may pickup the confirmation at the Main Office. The current benefit plan includes retirement, life insurance, medical/dental insurance, sick and annual leave and Social Security. Other optional benefits include participation in a 457 Deferred Compensation Plan and Flexible Spending accounts.

Every new employee must provide proof of eligibility for employment, as required by the Immigration Reform and Control Act of 1986. For example, a state-issued driver's license together with a certified birth certificate would be required (other original documents or combinations of original documents are also possible). Such proof of eligibility must be complete before starting work.

A *post offer* physical and drug screening is required for all positions. In addition, employees are subject to *random* drug screenings. A *post offer* criminal history check is required for all positions and driver record check for certain positions is required.

03/03/06

## **NOTE TO ALL JOB APPLICANTS**

**The Authority does not discriminate in employment because of race, color, religion, sex, age, disability or any other non-job related factor.**

**Dissatisfied job applicants who believe they may have been discriminated against may take the following steps:**

- 1. Write-out the complaint.**
- 2. Mail or deliver the written complaint to the Main Office, Affirmative Action Officer, within three (3) weeks of their rejection for an Authority job.**

**The Affirmative Action Officer will review all applicant appeals within ten (10) working days of receipt and take whatever action is appropriate.**