



# Cape Fear Public Utility Authority Application for Employment

## Instructions to applicants

To be considered for employment with the Cape Fear Public Utility Authority, you must answer all questions and complete all sections of this application form; however, completion of the equal opportunity information section is voluntary.

### When completing this application, please make sure you:

- Complete the section for equal opportunity information (voluntary)
- Apply for one vacancy per application
- Give complete information on your education and work history – **“See resume” is not acceptable**
- If you held more than one position for the same employer, list each job separately
- As you describe your work history, make sure you highlight your competencies (knowledge, skills, abilities and work behaviors) which demonstrate your qualifications for the position for which you are applying
- Provide only the last four digits of your social security number
- Check for accuracy, sign and date your application

*The authority employs only US Citizens or Aliens who can provide proof of identity and work authorization within 3 working days of employment.*

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*At the time of submittal, this page will be detached and kept separate from the application form.*

*Please only complete the following fields and do not write anything else on this page.*

## Equal Opportunity Information

*CFPUA policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. Sex, age or absence of disability is a bona fide occupational qualification in a small number of Authority jobs. The information requested below is provided voluntarily and will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.*

### Date of Birth

Gender

Male

Female

### Ethnic Group

White (non-Hispanic)

Black or African American (non-Hispanic)

Hispanic or Latino (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)

Asian

Native Hawaiian or Other Pacific Islander

American Indian (including Alaskan Native)

Two or more races





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**Work History** (Use the Employment Continuation Sheet, if necessary)

Current or Last Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Date Employed  
From: \_\_\_\_\_  
No. supervised by you: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ To: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending/Current Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ May We Contact?  
YES NO

List major duties which demonstrate your competencies related to the position for which you are applying:

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Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Date Employed  
From: \_\_\_\_\_  
No. supervised by you: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ To: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ May We Contact?  
YES NO

List major duties which demonstrate your competencies related to the position for which you are applying:

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. If confirmation is needed about my experience/work history, I authorize educational institutions, associations, registrations and licensing boards, and others to furnish the details concerning my qualifications. I authorize the investigation of all statements made in the application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for the rejection of my application, disciplinary action, or dismissal if I am employed, and/or criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet the position qualifications.

**Signature of Applicant**

**Date**

CFPUA is an Equal Opportunity Employer