



# 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



# Cape Fear Public Utility Authority

## Application for Employment

### Personal Information

Last Name	First Name	Middle Name	Last 4 digits of SSN
Address (Street number and name)			Email Address
State			City
Zip Code		Phone (where you can be reached)	

### Position Applying For

Position Title: \_\_\_\_\_ Vacancy Number: \_\_\_\_\_

How did you hear about this opportunity? \_\_\_\_\_

### Availability

Are you currently employed by CFPUA? YES NO	Are you related to any person currently working for CFPUA? YES NO If yes, give their name, relationship, and department:
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Select the type of work you will accept:	Regular/Full-Time Temporary/Full-Time Shift/Split-Shift Work	Regular/Part-time Temporary/Part-Time Any
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Enter the earliest date you could begin work: \_\_\_\_\_

### Military Service

Have you served in the Armed Forces of the United States? Date entered: Type of Separation:	Branch: Honorable Discharge	YES NO Rank/Grade: Other than Honorable	Dishonorable
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### Education

High School Name/Location:	Dates Attended: From: To:	Grad: YES NO			
College Name/Location:	Dates Attended: From: To:	Grad: YES NO	S/Q Hrs.	Major/Minor	Degree
Grad/Prof Name/Location:	Dates Attended: From: To:	Grad: YES NO	S/Q Hrs.	Major/Minor	Degree
Other Name/Location:	Dates Attended: From: To:	Grad: YES NO	S/Q Hrs.	Major/Minor	Degree

### Licenses/Certifications

Driver's License Number:	State of Issuance:	CDL: YES NO
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Ensure that your review the REQUIREMENTS of the position you are applying for. List any certifications, training or qualifications which indicate how you meet the minimum requirements, as established by the vacancy announcement:

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Have you ever been convicted of an offense against the law, other than a minor traffic violation? YES NO  
(If YES, please explain below. The offense and timing of the conviction will be evaluated and does not automatically disqualify you.)



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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:

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