

COTTONWOOD RURAL WATER ASSOCIATION
P.O. BOX 1484
ARTESIA, NM 88211-1484
PHYSICAL LOCATION: R-260 N. RURAL 13TH ST. ARTESIA, NM

APPLICATION FOR EMPLOYMENT

Date: _____

This application will be considered only for the vacant position for which you are applying. To be considered for other vacant positions, a new application must be filed. The following information is requested in order to assist us in making the best possible placement within the Association. All portions of this application pertaining to you must be completed. We appreciate your time in filling out this application for employment.

The Association, in accordance with state and federal laws, does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. The association is also required by law, by virtue of its contract(s) with the federal government, to make affirmative action to employ women, minorities, otherwise qualified disabled individuals, and Vietnam Era and disabled veterans.

COTTONWOOD RURAL WATER ASSOCIATION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Please Print

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

Address: _____
(House Number & Street) (Telephone Number)

(City) (State) (Zip) (Alternate Phone Number)

You will be required to provide your social security number and Drivers License if offered a position.

Do you have the legal right to work in the United State? _____ Yes _____ No

How were you referred to the C.R.W.A.?

Is any member of your family currently or previously employed at C.R.W.A.? _____ Yes _____ No

Have you ever applied for a job with the C.R.W.A.? _____ Yes _____ No

If yes, when? _____

Have you ever worked at the C.R.W.A. before? _____ Yes _____ No

If yes, when? _____

Position for which you are applying (be specific)

You may request a position description for an open position by calling (575) 746-9597 or visit the C.R.W.A at R-260 N. Rural 13th St., or on our website <https://crwc.myruralwater.com>

Salary Expected _____ per _____

Are you at least 18 years of age? _____ Yes _____ No

Do you have a valid driver's license? _____ Yes _____ No

In what state or states do you possess a valid and current driver's license?

In what state or states have you previously possessed a driver's license?

Can you perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? _____ Yes _____ No

(The essential functions of a position are included on the position description).

If you are selected for employment, on what date can you start work?

List any training or special skills you have that are relevant to the position you are applying for

List your membership in any professional or technical organizations that are related to the job requirements of the position for which you are applying. (Exclude those that may disclose your race, color, religion, sex, national origin, age, disability, veteran status, or union affiliations).

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

Are you available to work 7 a.m. to 4 p.m. Monday to Friday? _____ Yes _____ No

Depending on the position you are applying for, you may be required to work different hours than those stated above.

Would you have a problem with working a different schedule? _____ Yes _____ No

Will you work overtime if asked? _____ Yes _____ No

Are you willing to work after-hours call-out duty and/or on-call assignments? _____ Yes _____ No

EDUCATION (You may be asked to provide a transcript detailing your academic career).

School Name	Address (City & State)	Number of Years Attended	Degree	Major
High School.				
College.				
Other.				
Courses now studying.				

PROFESSIONAL AND MANAGERIAL APPLICANTS ONLY

List special training or noteworthy achievements.

CLERICAL AND SECRETARIAL APPLICANTS ONLY

Place a check mark for experience.

- Word Processor Switchboard Data Process Entry
 - Handling Consumer Concerns Proofreading Typing _____ WPM
 - Calculating Machine Accounts Receivable, Payable, or Payroll
 - Personal Computer Load Management Systems
-

TRADES, CRAFTS, AND TECHNICAL APPLICANTS ONLY

Place a check mark for experience.

- Warehousing
 - Computer Inventory Methods
 - Lay Out Work Orders
 - Prepare Work Orders
 - Basic Plumbing (Potable Water)
 - Tree Trimming
 - Brush Clearing
 - Clearing Machinery
 - Material Control
 - Perpetual Inventory
 - Operate Backhoe
 - Operate Trencher
 - Operate Front Loader
 - Meter Reading
 - Customer Relations
 - Temporary Office Duties (Answer Phone, Collect Payments)
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Are you able to perform tasks with limited supervision? Yes No

EMPLOYMENT RECORD (Most recent employer first)

Starting Date & Ending Date	Name & Address of Employer	Job Title & Brief Description of Duties	Salary Starting & Ending	Exact Reason for Leaving
Start:			Start:	
Ending:			Ending:	
	Phone #:	Supervisor:		May we contact them? _____
Start:			Start:	
Ending:			Ending:	
	Phone #:	Supervisor:		May we contact them? _____
Start:			Start:	
Ending:			Ending:	
	Phone #:	Supervisor:		May we contact them? _____
Start:			Start:	
Ending:			Ending:	
	Phone #:	Supervisor:		May we contact them? _____
Start:			Start:	
Ending:			Ending:	
	Phone #:	Supervisor:		May we contact them? _____

Attach additional sheets if necessary.

Please attach resume to application

IMPORTANT !!! READ THIS:

CERTIFICATION

I CERTIFY THAT ALL INFORMATION PROVIDED IN SUPPORT OF MY EMPLOYMENT WITH THE C.R.W.A., INCLUDING BUT NOT LIMITED TO THIS APPLICATION, RESUME, MEDICAL INFORMATION, AND INFORMATION PROVIDED BY ME DURING INTERVIEWS, IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF RELEVANT FACTS IN SEEKING EMPLOYMENT WILL RESULT IN DISQUALIFICATION FROM FURTHER CONSIDERATION OR MY DISMISSAL FROM EMPLOYMENT. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE C.R.W.A. I UNDERSTAND THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF THE C.R.W.A., OR MYSELF. I FURTHER UNDERSTAND THAT NO PERSON IS AUTHORIZED TO MAKE ANY REPRESENTATION CONTRARY TO THE ABOVE STATEMENT UNLESS SUCH REPRESENTATION IS APPROVED BY THE BOARD OF DIRECTORS AND IS EMBODIED IN A WRITTEN AGREEMENT SIGNED BY THE PRESIDENT OR THE GENERAL MANAGER OF THE C.R.W.A. I FURTHER UNDERSTAND THAT IF OFFERED EMPLOYMENT, I WILL BE REQUIRED TO TAKE A PHYSICAL EXAMINATION. SUCH EXAMINATION MAY INCLUDE BLOOD, BREATH, URINE, OR SALIVA TESTS TO DETERMINE THE PRESENCE OR USE OF ALCOHOL AND/OR ILLEGAL CONTROLLED SUBSTANCES.

Signature of Applicant: _____

Date: _____

FOR EMPLOYER'S USE ONLY

Interviewed By: _____

Date: _____

Comments:

Form (established) 3/15/19/RCB
(revised) 5/7/24/KW