



228 A Texas Avenue  
 New Boston, TX 75570  
[www.rwrdd.org](http://www.rwrdd.org)

Email completed application to  
[riverbend@rwrdd.org](mailto:riverbend@rwrdd.org) or [bmelton@rwrdd.org](mailto:bmelton@rwrdd.org)  
 Attention: Becky Melton, Finance Director  
 and HR Manager

### EMPLOYMENT APPLICATION

Riverbend Water Resources District is an equal opportunity employer. This application must be completed in its entirety and signed if you wish to be considered for employment at the district. Please type or print in ink. Information submitted on this application is subject to verification. Riverbend Water Resources District hires only US Citizens and lawfully authorized alien workers.

#### General Instructions

- Type or print the application in ink.
- To be considered for employment, complete your application in its entirety and sign the certification section.
- Submit your application, along with a cover letter, resume, and list of 3-5 professional references. Submit only an electronic pdf copy of your materials to the email above.
- If you require special disability accommodations, please notify the appropriate RWRD representative in advance.

#### Applicant Information

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
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<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Mobile Telephone</b>	<b>Business Telephone</b>	<b>Home Telephone</b>
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**Email Address** \_\_\_\_\_

## Education Received

- Diploma: \_\_\_\_ high school \_\_\_\_ college \_\_\_\_ masters \_\_\_\_ doctorate
- If none, then highest grade completed \_\_\_\_
- Other

College, University, or Professional School	Dates of Attendance (Month/Year)		Major/Minor Course of Study	Type of Degree Received
	From	To		
Name & Address				

Your name, if different from application: \_\_\_\_\_

## Licensure, Registration, Certification

Title	License, Registration, or Certification Number	Date Received	Expiration Date

## Experience

Describe your work experience in detail, beginning with your current or most recent job. Use a separate block to describe each position. Include military service (indicate rank) and volunteer work, if applicable. Indicate number of employees supervised. Provide an explanation of any gaps in employment. If needed, attach additional sheets, using the same format as the application.

Name of present or last employer:		
Address:		
Your job title:	From (Mo/Yr):	To (Mo/Yr):
Supervisor's Name:	Title:	Phone:

Continued...
May we contact your employer?
Duties and responsibilities:
Reason(s) for leaving:

Name of present or last employer:		
Address:		
Your job title:	From (Mo/Yr):	To (Mo/Yr):
Supervisor's Name:	Title:	Phone:
May we contact your employer?		
Duties and responsibilities:		
Reason(s) for leaving:		

Name of present or last employer:		
Address:		
Your job title:	From (Mo/Yr):	To (Mo/Yr):
Supervisor's Name:	Title:	Phone:
May we contact your employer?		
Duties and responsibilities:		
Reason(s) for leaving:		

**Availability**

Are you available to work in Bowie, Cass, or Red River Counties? Which?

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## Citizenship

Are you a U.S. citizen or are you legally authorized to work in the U.S.?

- Yes  
 No

NOTE: Riverbend Water Resources District hires only US citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide proof of citizenship or authorization to work in the US.

## Relatives

To your knowledge, do you have any relatives working at this district?

- Yes  
 No

To your knowledge, do you have any relatives serving on the board of this district?

- Yes  
 No

## Criminal History

Have you ever been convicted of a felony or a first-degree misdemeanor?

- Yes  
 No

Have you ever pleaded nolo contendere to a crime which is a felony or to a first-degree misdemeanor, but had adjudication of guilt withheld by courts?

- Yes  
 No

## Certification

I am aware that any omissions, falsifications, misstatements, or misrepresentations may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Riverbend Water Resources District for employment purposes. I understand that applications submitted for employment are public records. I certify that to the best of my knowledge and believe all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

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Signature

Date