

# CHATSWORTH WATER WORKS COMMISSION

Employment Application for General Manager



**PLEASE FILL OUT COMPLETELY AND PLEASE DO NOT CALL TO CHECK ON APPLICATION.  
IF YOU ARE NEEDED FOR AN INTERVIEW WE WILL CONTACT YOU.**

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for <b>General Manager</b>			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three references (No relatives)</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

<b>PREVIOUS EMPLOYMENT</b>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

<b>MILITARY SERVICE</b>	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>DISCLAIMER AND SIGNATURE</b>	
<p>"I certify that my answers are true and complete, and I understand that if any false information, omission, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at anytime. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause and or without notice at anytime at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than the Mayor of the City of Chatsworth, and then only when in writing and signed by the Mayor of the City of Chatsworth has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing"</p>	
Signature	Date

**GENERAL MANAGER OF CITY OF CHATSWORTH  
WATER WORKS COMMISSION  
CHATSWORTH, GEORGIA**

The City of Chatsworth, Georgia is recruiting a General Manager for its water and sewer operations. This is an appointed position of the Mayor and Council of the City and works under the direction and policy of the Water Works Commission.

Responsibilities: Supervision of a staff of 35 full-time employees and 2 part-time employees for all operations of the water and sewer utilities to include plant operations, water distribution and sewer collection, finance, human resources, working with elected officials, the public and other agencies.

Eligibility Requirements: Bachelors Degree in Engineering, Business Management, or Public Administration. A minimum of ten years working in a water/wastewater utility with at least five years in a management capacity. Any equivalent combination of education and experience may provide the minimum level of qualifications stated above. Residency within our service area within sixty days of appointment.

Salary and compensation package is dependent upon qualifications.

Submit applications and resumes to:

Chairman of Chatsworth Water Works Commission  
P. O. Box 100  
Chatsworth, GA 30705

or in person to 620 S 2<sup>nd</sup> Ave., Chatsworth, GA by 4:30 pm, September 30, 2011.

An application can be downloaded from our website: [www.chatsworthwater.com](http://www.chatsworthwater.com).

EOE