



Engineering Internship

Central Arkansas Water (CAW) is the largest metropolitan water system in the state of Arkansas, serving a population of approximately 400,000. At Central Arkansas Water, we are proud to be the water service provider for Greater Little Rock-North Little Rock; a leader on the national level in regulatory compliance, treatment technology, and operational efficiency; and a principal partner in efforts to ensure for the region an adequate supply and quality source of water — now and in the future.

If you are a current student who is energetic, enthusiastic, and ready to gain experience in your field of study, Central Arkansas Water has the following Engineering department summer internship available:

Duties/Responsibilities:

- Assist with project design
- Assist project managers, Engineering Aide, Engineering Technicians, and Engineers with field data collection, job packets, CAD, GIS, GPS

Requirements:

- Must have completed two years of study toward bachelor's degree in Civil, Mechanical, Agricultural, Chemical or Environmental Engineering
- Knowledge of and ability to use AutoCAD, MS Excel and MS Word
- Ability to read maps and plans
- Ability to maintain accurate records
- Ability to interact with others in a courteous and professional manner
- Ability to work outside in all types of weather/terrain
- GPA 3.0 or above
- Prefer experience with GPS and/or GIS
- Valid driver's license with good driving record and reliable transportation for occasional use on the job

Schedule:

- Summer Internship – **approximately 10 weeks**, May or June – early August
- Up to 40 hours per week
- Monday – Friday, approximately 8:00 a.m. to 5:00 p.m. (flexible)

Pay:

- \$13.00 per hour

How to Apply:

Please send the following to the contact listed below by **Friday, May 17, 2019**:

- Resume, including college major; current and prior work history; prior internships and/or research projects; and achievements
- Current transcript (copies are acceptable)
- Statement as to why you are interested in the internship
- Completed Central Arkansas Water application form

Contact Information:

Margaret Scott, Human Resources Specialist
Central Arkansas Water
PO Box 1789, Little Rock, AR 72203-1789
Margaret.scott@carkw.com
501-377-1293

**We are an Equal Opportunity Employer.
We welcome and support diversity in our workplace.**



APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME _____ DATE _____
LAST FIRST MIDDLE

STREET ADDRESS _____ HOME PHONE _____

CITY STATE ZIP BUSINESS PHONE

CELL PHONE _____

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME TEMPORARY SUMMER PART TIME

DATE AVAILABLE _____ SALARY REQUIREMENTS \$ _____

WHERE DID YOU HEAR ABOUT THIS OPENING? NEWSPAPER JOB LINE EMPLOYEE REFERRAL OTHER _____

*****LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST*****

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FINAL SALARY	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

List professional, business or trade licenses held, awards or special recognitions received:

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION <small>(Peer vs. supervisor)</small>

Do you have any relatives (either by blood or marriage) who are currently employed by Central Arkansas Water?
___ Yes ___ No

If yes, please state employee's name and your relation to them:

Have you previously been interviewed for a position with Central Arkansas Water, Little Rock Municipal Waterworks, or North Little Rock Water Department? If yes, provide positions and dates:

Have you ever been employed by Central Arkansas Water, Little Rock Municipal Waterworks, or North Little Rock Water Department? If yes, provide position, dates, and reason for leaving:

* Do you understand the physical and mental requirements of the job for which you are applying? Yes No

* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying?

Yes No If no, please provide an explanation: _____

* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

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**NOTE: Central Arkansas Water is an Equal Opportunity Employer and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability or veteran's status.**  
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• **I, _____, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.**

Signed: _____

Date: _____

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant

Date



EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue * PHONE (501) 377-1238 or 377-1251 * LITTLE ROCK, AR 72203

NAME: _____

ADDRESS: _____ **CELLULAR PHONE:** _____

SUPPLEMENTARY INFORMATION REQUEST

Describe, in detail, your present position responsibilities. Include day to day work activities, machinery operated, if any, etc.
(Continue on Page 2, if necessary)

Date Employed: _____ Company: _____
(Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

Provide the information requested below concerning the three positions held prior to your current position. If you have held other positions which are directly related to the position applied for, please continue on the back. When outlining previous job responsibilities, be sure to explain all duties and responsibilities that are directly related to the requirements listed on the job posting for which you are applying.

1. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

2. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

3. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

EMPLOYMENT REFERENCE CONSENT AND RELEASE

APPLICANT NAME: _____

I, _____, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO CENTRAL ARKANSAS WATER.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: _____ Date: _____

STOP HERE

Instructions to Current/Former Employer

The individual named above has applied for employment with Central Arkansas Water. Please respond candidly to the requests for information listed below and return your written responses via either facsimile or U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former business employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN THE INFORMATION TO:

**Human Resources Director
Central Arkansas Water
P. O. Box 1789
Little Rock, AR 72203 Fax- 501- 377-7051**

Date and duration of employment: _____

Current or last rate of pay and wage history: _____

Current or last job description and duties: _____

The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): _____

Attendance history: (Excluding any qualifying leave under FMLA) _____

Results of drug and/or alcohol tests administered within the last year: _____

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: _____

Was his/her separation from employment voluntary involuntary?

What was the reason for the applicant's separation from employment?

Is the applicant eligible for rehire? Yes No Is this a blanket company policy? Yes No

Printed Name and Title of Employer Representative Providing Information _____ Date _____

Signature _____ Phone Number _____



TRAFFIC VIOLATION QUESTIONNAIRE AND RELEASE
CENTRAL ARKANSAS WATER

List all moving traffic violations you have been charged with in the past three (3) years:

None See Below

Horizontal lines for listing violations.

- * I understand that the position I am applying for requires the successful applicant to drive a Utility owned vehicle as a normal part of the job requirements.
* I understand that Central Arkansas Water will investigate the driving record of all applicant finalists and that information received regarding such will be considered in the selection of the successful applicant.
* I understand that it is the policy of Central Arkansas Water to require all employees with such responsibilities to maintain a valid driver's license appropriate to the type of vehicle to be driven and to maintain a good driving record free of multiple minor offenses and any major driving offenses.
* I understand that employees of Central Arkansas Water are subject to on-going investigations of their driving records at the discretion of the Utility and/or the Utility's insurance carrier.
* I understand that if an employee required to drive a Utility vehicle as a normal part of his/her job has his/her driver's license restricted, suspended or revoked and he/she is no longer legally able to drive, the employee may be subject to reduction in job status and pay grade or may be terminated for failing to meet the minimum job requirements.

I hereby affirm that my answers to the foregoing questions regarding my traffic violation history and the Traffic Violation Release Form below are true and correct. I also affirm that I have read and understand the conditions and requirements regarding positions with the Central Arkansas Water that require driving a Utility vehicle. I further understand that misrepresentation or omission of facts called for on this questionnaire may be cause for disqualification from consideration for the position applied for or, if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant Date

(CAWTRAFFIC 7/01)

TRAFFIC VIOLATION RELEASE FORM
CENTRAL ARKANSAS WATER

I, _____, do hereby authorize any state's Office of Driver Services to release my traffic violation record to Central Arkansas Water. This release shall remain in full force and effect until written notice of withdrawal is filed by me.

Arkansas Driver's License # _____

Have you had a driver's license in any other state within the past 3 years? Yes No

If Yes, list all states and license numbers you have had in the past 3 years below:

Driver's License # State

Driver's License # State

Signature Date



**AUTHORIZATION
FOR
PRE-EMPLOYMENT DRUG TESTING
AND
PRE-EMPLOYMENT PHYSICAL**

I understand that Central Arkansas Water requires drug testing for all prospective employees after an offer of employment has been made.

I understand that such test must be submitted to within 24 hours of the employment offer or the offer will be withdrawn.

I understand that all offers will be contingent on receipt of a "negative" on the drug test(s) conducted. If the testing produces a positive result, the offer of employment will be null and void and I will not be employed by the Utility at that time. I would then be prohibited from reapplying for any position with the Utility for at least six months and until providing proof of successful completion of a drug rehabilitation program, as well as the assurance that drug abuse is no longer occurring.

I understand that Central Arkansas Water will require a job-related, pre-employment physical for certain positions after an offer of employment has been made.

I understand that the physical must be completed as required or the offer will be withdrawn.

I understand that all offers will be contingent on my receiving a positive assessment of my ability to perform the physical requirements of the job. If a positive assessment is not received, the offer of employment will be null and void and I will not be employed by the Utility at that time.

I understand that refusal to sign the consent form authorizing drug testing and a pre-employment physical will result in my application being withdrawn from the pool of those eligible for consideration for the job.

Applicant Name: _____
(please print)

Applicant Signature: _____ Date: _____

Note: Drug testing of prospective employees will be conducted by the DHHS certified lab of the Utility's choosing, at Utility expense and before the individual's first day of work. Pre-employment physicals will be conducted by the facility of the Utility's choosing, at Utility expense and before the individual's first day of work.

(APPDRUG 2/21/12)

YOU MUST HAVE A “GOOD” DRIVING RECORD FOR THIS JOB

A “**good**” driving record is based on the last three (3) years of driving.

Types of items which may cause not having a “**good**” driving record.

(Remember this is over the last **three (3)** years)

1. Three (3) or more accidents where you were ticketed.
2. **DWI** (driving under the influence of drugs or alcohol.
3. Excessive speeding tickets (20 mph over the limit) along with any other tickets or violations.
4. Hit and Run - leaving scene of accident.
5. Ticketed for Reckless, Negligent, or Careless driving along with any other tickets or violations.

We **can not** hire people who **do not** have a “**good**” driving record when the job requires a “**good**” driving record.