

BAKER SEPTIC INSTALLATIONS, INC.
THE APPLICATION PROCESS
[Instructions]

- A. APPLICATION:** Please complete all sections of the application in as much detail as possible. Return the completed, signed form to a member of the office staff in a timely manner. It is critical that you include as much information as possible about your previous job experiences, skills, license(s)/certifications, references, and training(s).
- B. REFERENCES:** In the reference section, it is important to include former employers or supervisors familiar with your work experience. If you have no work experience, or you have been self-employed, please list persons who are familiar with your qualifications for the position for which you are applying. Professional references from civic or community organizations and religious affiliations **MAY BE ACCEPTED** if at least one of the three references is **supervisory** and directly related to work experience. **Please do not list as references those individuals who are your personal friends or relatives.**
- C.** Once you have submitted a completed application, the information provided will be reviewed by one or more members of the Baker Septic team. References will be contacted and interviews will be held for those individuals who possess the most qualifications and skills to meet the requirements of the vacant position.
- D.** All applicants who apply for a position will be contacted regarding the status of their application.
- F.** All completed applications will remain active for a period of (1) year. **However, if there is a specific vacancy advertised for which you wish to be considered, you must call or come by the office.** In addition, you may want to consider updating your application.
- G.** If you have questions or need more information, please call the office at **863-385-0917**.