



Sewerage and Water Board of New Orleans

CFO'S SUMMER 2020 INTERNSHIP PROGRAM

JUNE 1 THROUGH AUGUST 21

6 positions available at St. Joseph Building



\$11.20 /HOUR, MON THROUGH FRIDAY, 9A-5P

Contact Jackie Shine for more information

CALL

504.585.2128

EMAIL

jshine@swbno.org

We are seeking highly motivated college students to join various teams within the Chief Financial Officer's division for a 13-week paid, full-time internship position. Students will gain firsthand utility industry knowledge and experience working directly with department managers.

Students must be enrolled in a college/university in Orleans Parish and in pursuit of a degree in Business, Finance, Accounting, Economics, Math, Statistics, Management, Interdisciplinary Studies, Public Administration or any other business-related field.

**TO APPLY: Send Resume and completed SWBNO application for employment to
JSHINE@SWBNO.ORG or bring/mail your documents to our office:
SWBNO, 625 Saint Joseph Street: ATTN Jackie Shine – Room 311
New Orleans, LA 70165**

SEWERAGE and WATER BOARD OF NEW ORLEANS

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, national origin, gender, religion, age, disability status, marital status, sexual orientation, or any other legally protected status. This form must be accurately completed with applicant's signature and date in order to be considered. All employees of the Sewerage and Water Board of New Orleans are employed in accordance with the Rules of the Department of City Civil Service.

(Please Print)

Position Applied For: OFFICE ASSISTANT TRAINEE

PERSONAL DATA

| | | | | |
|----------------|--|--------------------------|-------|-------------|
| Last Name | | First Name | | Middle Name |
| Address | | City | State | Zip Code |
| Contact Number | | Alternate Contact Number | | |
| Email Address | | Date of Application | | |

Are you:

☐ Yes ☐ No A previous applicant with the Sewerage and Water Board?

If yes, give date _____

☐ Yes ☐ No A previous employee of the Sewerage and Water Board?

If yes, give dates _____

☐ Yes ☐ No Currently employed?

☐ Yes ☐ No May we contact your present employer?

☐ Yes ☐ No Are you related, by birth or by marriage to any current Sewerage and Water Board Employee or to any member of the Board of Directors of the Sewerage and Water Board (husband, wife, mother, father, aunt, uncle, sister, brother, son, daughter, niece or nephew)? **If yes, please list their names and relationship:**

EDUCATION/TRAINING

-Please Complete All Appropriate Items-

| | Name and Location | Course of Study | Number of Years Completed | Diploma or Degree? |
|------------------------------|-------------------|-----------------|---------------------------|---|
| High School | | | | <input type="radio"/> Yes <input type="radio"/> No |
| Business or Technical School | | | | <input type="radio"/> Yes <input type="radio"/> No |
| College | | | | <input type="radio"/> Yes <input type="radio"/> No |
| Graduate / Professional | | | | <input type="radio"/> Yes <input type="radio"/> No |

Describe any specialized training, other special skills, or additional qualifications acquired from previous employment or other experience.

List any special licenses, certifications, etc. which you hold.

Do you possess a currently valid driver's License? ☐ Yes ☐ No

If Yes, specify :

Class _____ State Issued _____ Expiration Date _____

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. Attach additional sheets if necessary. Please be specific and complete.

| | | | | | |
|---|------------|---------|----------------------|------------------|--------------------|
| Employer | | Address | | Telephone Number | |
| Start Date | Leave Date | | Salary | | Reason for Leaving |
| Job Title | | | Supervisor and Title | | |
| Describe Job Duties: _____ _____ _____ | | | | | |
| May we contact this company? _____ | | | | | |
| Employer | | Address | | Telephone Number | |
| Start Date | Leave Date | | Salary | | Reason for Leaving |
| Job Title | | | Supervisor and Title | | |
| Describe Job Duties: _____ _____ _____ | | | | | |
| May we contact this company? _____ | | | | | |
| Employer | | Address | | Telephone Number | |
| Start Date | Leave Date | | Salary | | Reason for Leaving |
| Job Title | | | Supervisor and Title | | |
| Describe Job Duties: _____ _____ _____ | | | | | |
| May we contact this company? _____ | | | | | |

I understand that the Sewerage and Water Board of New Orleans may thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named herein, except my current employer (if so noted) to provide any information requested about me, and I release them from all liability for damage in providing this information.

I understand that it is the policy of the Sewerage and Water Board of New Orleans that the use, sale, possession, trade, or transfer of illegal drugs, the improper use of legal drugs, or possession, and/or consumption of alcoholic beverages on Board property or during the course of an employee's time of employment is strictly prohibited. Violations of this policy shall result in disciplinary action being taken against such an employee. Disciplinary action may take the form of reprimand, suspension, demotion, and/or dismissal from employment with the Sewerage and Water Board.

I understand that all applicants for employment with, and employees of, the Sewerage and Water Board of New Orleans are subject to all Sewerage and Water Board policies, Department of City Civil Service Rules, and the appropriate local, state, and federal regulations, with regard to Substance (Drug) and Alcohol Abuse and/or Testing.

I understand that I am required to participate in Substance (Drug) and Alcohol and Testing which may include, but not necessarily be limited to, Pre-employment, Post-employment, Working Test (Probationary Period), Promotional Exam, Periodic, Reasonable Suspicion, On-the- job Accident, On-the-job Injury, on-the-job Near Miss Incident, and Post-Treatment (Rehabilitation) Testing.

I understand that if I am injured in any way while on the job, I must submit to a Substance (Drug) and Alcohol Test before being eligible for Workers' Compensation benefits. I further understand that a confirmed positive test result or refusal to submit to testing may result in denial of all Workers' Compensation benefits.

I understand that this position is subject to a background check for any convictions related to its responsibilities and requirements. Employment is contingent upon successful completion of a background investigation including criminal history. Criminal history will not automatically disqualify a candidate

I hereby certify that the information provided by me in this Application for Employment is true, correct and complete, to the best of my knowledge. I understand that any misrepresentation or falsification may be considered cause for 1) disqualification from consideration for employment; or, 2) if employed, dismissal from same. I understand that I must be certified to be eligible for employment in accordance with the Medical Standards, and the Rules and Regulations, of the Department of City Civil Service in order to be employed.

Applicant's Signature _____ Date _____

"In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document (Form I-9) upon hire.

If an offer of employment is accepted all new employees domiciled outside of Orleans Parish at the time of employment must establish an actual domicile in Orleans Parish within 180 calendar days of the employment date. Failure to comply with the domicile requirement will result in termination of employment.

**E-MAIL APPLICATIONS TO APPLICATIONS@SWBNO.ORG OR
RETURN APPLICATION TO : SEWERAGE and WATER BOARD of NEW ORLEANS
HUMAN RESOURCES OFFICE
625 ST JOSPEH STREET, ROOM 101
NEW ORLEANS LA 70165**