

GRADY COUNTY RWD 3 APPLICATION FOR EMPLOYMENT

Grady County RWD 3
PO Box 111
Bradley, OK 73011

Phone: 405-756-7401 Email: notary_vera@hotmail.com

INSTRUCTIONS: Applicants must complete all the blanks accurately and completely.

PLEASE PRINT; NEATNESS AND LEGIBILITY ARE IMPORTANT

In accordance with the Civil Rights Acts of 1964 and 1991, as amended, the Age Discrimination Employment Act, and the Americans with Disabilities Act; the Grady County RWD 3 prohibits discrimination in employment because of race, color, sex, religion, national origin, age or disability.

Grady County RWD 3 is an Equal Opportunity Employer

POSITION DESIRED	Full time Operator	Reserve Operator	CPA/Billing Clerk	Lawyer
APPLICANT INFORMATION				
Last Name	First Name		M.I.	Date
Street Address			Apt./Unit#	
City	State		ZIP	
Phone		Alternate Phone		
Social Security Number		E-mail Address		
Date Available				
How did you learn about this opportunity?				
Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever worked for the Grady County RWD 3? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?				
If yes, please list the following: Position Reason for leaving				
Do you have any relatives, by blood or marriage, working for or holding office for the Grady County RWD 3? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give name and how related.				
Military Service <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Honorable <input type="checkbox"/> Dishonorable Dates of Service				
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, explain (convictions more than 10 years old may not disqualify you).				
Have you ever been fired or asked to resign from a job? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, explain.				
Have you ever had your driver's license suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, explain.				
Do you have a current Oklahoma driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, show type, number, and state of issue below (only if required for position)				
License Type:		CDL:	<input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C	Operators: <input type="checkbox"/> Class D
License Number and State of issue:				

LICENSES, CERTIFICATIONS AND SKILLS			
Please list below any job related licenses, certifications and/or skills:			
Type	Number	Expiration Date	
Type	Number	Expiration Date	
Type	Number	Expiration Date	
Job Related Skills:			
Machines and/or Equipment you can operate skillfully:			
Languages:			
EDUCATION			
YOUR HIGHEST EDUCATION LEVEL:			
Do you have a High School Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
High School		Address	
College		Address	
Hours Completed	Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		Address	
		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		Address	
		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PREVIOUS EMPLOYMENT			
Start with your present or most recent job. Include military service. List your last five jobs or ten years of work experience. Explain any gaps in employment history. A resume does not substitute for this portion of the application.			
Company		Phone	
Address		Supervisor	
Job Title	Starting Wage \$		Ending Wage \$
Responsibilities			
Dates Employed From		To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

PREVIOUS EMPLOYMENT (continued)			
Company		Phone	
Address		Supervisor	
Job Title	Starting Wage \$		Ending Wage \$
Responsibilities			
Dates Employed From		To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Company		Phone	
Address		Supervisor	
Job Title	Starting Wage \$		Ending Wage \$
Responsibilities			
Dates Employed From		To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Company		Phone	
Address		Supervisor	
Job Title	Starting Wage \$		Ending Wage \$
Responsibilities			
Dates Employed From		To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Company		Phone	
Address		Supervisor	
Job Title	Starting Wage \$		Ending Wage \$
Responsibilities			
Dates Employed From		To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

REFERENCES—List 3 references not related to you and not former employers.

Full Name	Relationship
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Company	Phone
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Address

Full Name	Relationship
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Company	Phone
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Address

Full Name	Relationship
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Company	Phone
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Address

DISCLAIMER AND SIGNATURE

PLEASE READ CAREFULLY BEFORE SIGNING:

I understand that by filling out the Grady County RWD 3 Employment Application, I authorize the Grady County RWD 3 to thoroughly investigate all statements contained in my application and resume, and hereby state the information given by me is true and complete to the best of my knowledge. I understand that any false statement or misrepresentation on this application is sufficient cause for refusal to hire or dismissal if I have been employed.

I understand that the Grady County RWD 3 conducts employment drug testing, criminal background checks, DMV checks, and all job offers are contingent upon the results of such tests.

I expressly request former employers and any persons who may have pertinent information concerning me to furnish such information to the Grady County RWD 3. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage of any nature whatsoever for furnishing such information.

Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday or a work schedule that consists of days longer or shorter than eight hours a day. I understand and accept these as conditions of my continuing employment.

I have read and understand the above.

Signature	Date
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GRADY COUNTY RURAL WATER DISTRICT 3

INDEPENDENT CONTRACTOR AGREEMENT

I. The Parties. This Independent Contractor Agreement ("Agreement") is made between:

Client: _____ with a mailing address of _____ ("Client"), and

Contractor: _____ with a mailing address of _____ ("Contractor").

WHEREAS the Client intends to pay the Contractor for Services provided, effective _____, 20____, under the following terms and conditions:

II. The Services. The Contractor agrees to perform the following: _____.

Hereinafter known as the "Services".

III. Payment. In consideration for the Services to be performed by the Contractor, the Client agrees to pay the following: (check one)

- ☐ - \$____ / Hour.
- ☐ - \$____ for the Services.
- ☐ - Commission in the amount of: _____.
- ☐ - Other: _____.

Completion shall be defined as the fulfillment of Services as described in Section II in accordance with industry standards and to the approval of the Client, not to be unreasonably withheld.

The Contractor agrees to be paid: (check one)

- ☐ - At completion of the Services performed.
- ☐ - On a ☐ weekly ☐ monthly ☐ quarterly basis beginning on _____, 20____ until the completion of the Services.
- ☐ - Other: _____.

IV. Due Date. The Services provided by the Contractor shall: (check one)

- ☐ - Be completed by _____, 20____.
- ☐ - Not have a due date.
- ☐ - Other: _____.

V. Expenses. The Contractor shall be: (check one)

- ☐ - Responsible for all expenses related to providing the Services under this Agreement. This includes, but is not limited to, supplies, equipment, operating costs, business costs,

employment costs, taxes, Social Security contributions/payments, disability insurance, unemployment taxes, and any other cost that may or may not be in connection with the Services provided Contractor.

☐ - *Reimbursed for the following expenses that are attributable directly to the Services performed under this Agreement: _____.

*The Client will be required to pay the Contractor within thirty (30) days of any Expense after receiving an itemized expense statement from the Contractor. Upon request by the Client, the Contractor may have to show any receipt(s) or proof of purchase for said Expense(s).

VI. Liability Insurance (Minimum (\$) Amount). The Contractor agrees to bear all responsibility for the actions related to themselves and their employees or personnel under this Agreement. In addition, the Contractor agrees to obtain comprehensive liability insurance coverage in case of bodily or personal injury, property damage, contractual liability, and cross-liability ("Liability Insurance").

The minimum amount (\$) for the Liability Insurance shall: (check one)

- ☐ - Be a minimum amount of combined single limit of \$ _____.
- ☐ - Not have a minimum amount required.

VII. Termination. This Agreement shall terminate upon the: (check one)

- ☐ - Completion of the Services provided.
- ☐ - Date of _____, 20____.
- ☐ - Other. _____.

In addition, the Client or Contractor may terminate this Agreement, and any obligations stated hereunder, with reasonable cause by providing written notice of a material breach of the other party; or any act exposing the other party to liability to others for personal injury or property damage.

VIII. Option to Terminate. The Client and Contractor shall: (check one)

- ☐ - Have the option to terminate this Agreement at any time by providing ____ days' written notice.
- ☐ - Not have the option to terminate this Agreement unless there is reasonable cause, as defined in Section VII.

IX. Independent Contractor Status. The Contractor, under the code of the Internal Revenue Service (IRS), is an independent contractor, and neither the Contractor's employees or contract personnel are, or shall be deemed, the Client's employees.

In its capacity as an independent contractor, Contractor agrees and represents: Contractor has the right to perform services for others during the term of this Agreement; Contractor has the sole right to control and direct the means, manner, and method by which the Services required by this Agreement will be performed. Contractor shall select the routes taken, starting and ending times, days of work, and order the work is performed; Contractor has the right to hire assistant(s) as subcontractors or to use employees to provide the Services required under this Agreement. Neither Contractor, nor the Contractor's employees or personnel, shall be required

to wear any uniforms provided by the Client; The Services required by this Agreement shall be performed by the Contractor, Contractor's employees or personnel, and the Client will not hire, supervise, or pay assistants to help the Contractor; Neither Contractor nor Contractor's employees or personnel shall receive any training from the Client in the professional skills necessary to perform the Services required by this Agreement; and Neither the Contractor nor Contractor's employees or personnel shall be required by the Client to devote full-time to the performance of the Services required by this Agreement.

X. Business Licenses, Permits, and Certificates. The Contractor represents and warrants that all employees and personnel associated shall comply with federal, state, and local laws requiring any required licenses, permits, and certificates necessary to perform the Services under this Agreement.

XI. Federal and State Taxes. Under this Agreement, the Client shall not be responsible for: Withholding FICA, Medicare, Social Security, or any other federal or state withholding taxes from the Contractor's payments to employees or personnel or make payments on behalf of the Contractor; Make federal or state unemployment compensation contributions on the Contractor's behalf; and the payment of all taxes incurred related to or while performing the Services under this Agreement, including all applicable income taxes and, if the Contractor is not a corporation, all applicable self-employment taxes. Upon demand, the Contractor shall provide the Client with proof that such payments have been made.

XII. Benefits of Contractor's Employees. The Contractor understands and agrees that they are solely responsible for shall be liable to all benefits that are provided to their employees, including but not limited to, retirement plans, health insurance, vacation time-off, sick pay, personal leave, or any other benefit provided.

XIII. Unemployment Compensation. The Contractor shall be solely responsible for the unemployment compensation payments on behalf of their employees and personnel. The Contractor shall not be entitled to unemployment compensation in connection with the Services performed under this Agreement.

XIV. Workers' Compensation. The Contractor shall be responsible for providing all workers' compensation insurance on behalf of their employees. If the Contractor hires employees to perform any work under this Agreement, the Contractor agrees to grant workers' compensation coverage to the extent required by law. Upon request by the Client, the Contractor must provide certificates proving workers' compensation insurance at any time during the performance of the Service.

XV. Indemnification. The Contractor shall indemnify and hold the Client harmless from any loss or liability from performing the Services under this Agreement.

XVI. Confidentiality. The Contractor acknowledges that it will be necessary for the Client to disclose certain confidential and proprietary information to the Contractor in order for the Contractor to perform their duties under this Agreement. The Contractor acknowledges that disclosure to a third party or misuse of this proprietary or confidential information would irreparably harm the Client. Accordingly, the Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Client without the Client's prior written permission except to the extent necessary to perform Services on the Client's behalf.

Proprietary or confidential information includes, but is not limited to: The written, printed, graphic, or electronically recorded materials furnished by Client for Contractor to use; Any

written or tangible information stamped "confidential," "proprietary," or with a similar legend, or any information that Client makes reasonable efforts to maintain the secrecy of business or marketing plans or strategies, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries, and improvements of any kind, sales projections, and pricing information; and information belonging to customers and suppliers of the Client about whom the Contractor gained knowledge as a result of the Contractor's Services to the Client. Upon termination of the Contractor's Services to the Client, or at the Client's request, the Contractor shall deliver to the Client all materials in the Contractor's possession relating to the Client's business. The Contractor acknowledges any breach or threatened breach of confidentiality that this Agreement will result in irreparable harm to the Client for which damages would be an inadequate remedy. Therefore, the Client shall be entitled to equitable relief, including an injunction, in the event of such breach or threatened breach of confidentiality. Such equitable relief shall be in addition to the Client's rights and remedies otherwise available at law.

XVII. Proprietary Information. Proprietary information, under this Agreement, shall include:

The product of all work performed under this Agreement ("Work Product"), including without limitation all notes, reports, documentation, drawings, computer programs, inventions, creations, works, devices, models, work-in-progress and deliverables will be the sole property of the Client, and Contractor hereby assigns to the Client all right, title and interest therein, including but not limited to all audiovisual, literary, moral rights and other copyrights, patent rights, trade secret rights and other proprietary rights therein. Contractor retains no right to use the Work Product and agrees not to challenge the validity of the Client's ownership in the Work Product;

Contractor hereby assigns to the Client all right, title, and interest in any and all photographic images and videos or audio recordings made by the Client during Contractor's work for them, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings; and The Client will be entitled to use Contractor's name and/or likeness in advertising and other materials.

XVIII. No Partnership. This Agreement does not create a partnership relationship between the Client and the Contractor. Unless otherwise directed, the Contractor shall have no authority to enter into contracts on the Client's behalf or represent the Client in any manner.

XIX. Assignment and Delegation. The Contractor may assign rights and may delegate duties under this Agreement to other individuals or entities acting as a subcontractor ("Subcontractor"). The Contractor recognizes that they shall be liable for all work performed by the Subcontractor and shall hold the Client harmless of any liability in connection with their performed work.

The Contractor shall be responsible for any confidential or proprietary information that is shared with the Subcontractor in accordance with Sections XVI & XVII of this Agreement. If any such information is shared by the Subcontractor to third (3rd) parties, the Contractor shall be made liable.

XX. Governing Law. This Agreement shall be governed under the laws in the State of Oklahoma.

XXI" Geverability. This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

XXII. Breach Waiver. Any waiver by the Client of a breach of any section of this Agreement by the Contractor shall not operate or be construed as a waiver of any subsequent breach by the Contractor.

XXIII. Additional Terms and Conditions. _____

_____.

XXIV. Entire Agreement. This Agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understandings between the Employer and Employee.

President Signature: _____ Date _____

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Print Name _____

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GYWYUf Signature: _____ Date _____

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Print Name _____

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Contractor Signature: _____ Date _____

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Á

Print Name _____



Grady County RWD3

P.O. Box 111
Bradley, Oklahoma

Secretary: 405-756-7401
73011

Email: notary_vera@hotmail.com
No Public Office

We are hiring a Lawyer

Must be proficient with a Computer, Tablet, Smart phone, Word, Adobe PDF and DocuSign.

We will eventually transition to a digital online system.

Must be knowledgeable of Titles 82, 40, 25 & 51 and Robert's Rules of Order.

You will be responsible for District bylaws, rules and regulations, policies and procedures, employee handbook, labor contracts, mediating disputes between board members, employee retention and possible litigation under O.S. 82 § 1273. We do not foresee any water rights issues under 7 U.S.C. 1926(b).

You will be required to take an ORWA Board Training Class and OML Class. Other classes may be required at the discretion of the Board of Directors or as requested by the lawyer if approved by a vote of the Board.

Board meeting attendance is mandatory as you will be required to maintain order. You will bring monthly invoices for your legal services to the meetings and submit them to the Board of Directors.

Our regular meetings are held every second Monday at 7pm in Bradley.

We are a state subdivision. We do not have a public office. This will be a remote position, but you must be able to travel. You may conduct meetings with Directors or employees via Zoom.

Download an application from <http://www.bradley-ok.us/water.html>.
Click on Forms. Mail the completed application to PO Box 111; Bradley, OK 73011.



Grady County RWD3

P.O. Box 111
Bradley, Oklahoma

Secretary: 405-756-7401
73011

Email: notary_vera@hotmail.com
No Public Office

We are hiring a CPA/Billing Clerk/Bookkeeper

Must be proficient with a Computer, Tablet, Smart phone, Excel, Quickbooks, Word and Adobe PDF.

You will receive meter readings from the Operator, enter those readings onto bills and calculate water usage, print and mail water bills, and make bank deposits.

We will eventually transition to a cloud based online system that will require you to enter data into an online billing service and use Square POS to accept card payments. You may be required to visit members in their homes as our services become more ADA accessible.

You will be responsible for the District's checkbooks, monitoring checking and savings accounts, reconciling receipts and invoices, paying system bills, paying ORWA dues, paying DEQ permits, paying for training classes, paying company taxes, managing grant funds, employee timesheets, payroll and 1099NEC.

You will prepare financial audits and statement of needs that must be reported to the State Auditor. You will prepare an annual budget for the District.

You will be required to take an ORWA Board Training Class, OML Class, Oklahoma Municipal Clerks and Treasurers Institute Program and a Purchase Order Class. Other classes may be required at the discretion of the Board of Directors or as requested by the CPA if approved by a vote of the Board.

Board meeting attendance is mandatory. You will bring monthly bills, bank statements, monthly expense reports, purchase orders, receipts, invoices, audits and annual budgets to the meetings and submit them to the Board of Directors.

Our regular meetings are held every second Monday at 7pm in Bradley.

We are a state subdivision. We do not have a public office. This will be a remote position, but you must be able to travel.

Download an application from <http://www.bradley-ok.us/water.html>. Click on Forms. Mail the completed application to PO Box 111; Bradley, OK 73011.



Grady County RWD3

P.O. Box 111
Bradley, Oklahoma

Secretary: 405-756-7401
73011

Email: notary_vera@hotmail.com
No Public Office

We are hiring a DEQ Licensed Class D Waterworks Operator

Must be proficient with a Computer, Tablet and Smart phone.

We will eventually transition to a digital online system that will require you to learn online forms, GIS mapping and remote meter reading.

You will record meter readings and submit them to the CPA/Billing Clerk.

You will be responsible for water system repairs including lines, taps, meters, wells, pumps and tower. You will fix leaks on demand. You will treat water and take water samples. You will submit water samples to the testing lab.

You will work closely with the ORWA Circuit Rider and DEQ.

You will be required to take DEQ licensing classes, ORWA Board Training and Operator Training. Other classes may be required at the discretion of the Board of Directors or as requested by the Operator if approved by a vote of the Board.

You will be provided with a company truck. Mileage and gas usage will be monitored.

Board meeting attendance is mandatory. You will submit water test results, travel logs, truck maintenance logs, Work Orders, Purchase Orders, 811 excavation requests and system maintenance reports to the Board of Directors.

Our regular meetings are held every second Monday at 7pm in Bradley.

We are a state subdivision. We do not have a public office. This will be a remote position, but you must be able to travel.

Download an application from <http://www.bradley-ok.us/water.html>.

Click on Forms. Mail the completed application to PO Box 111; Bradley, OK 73011.