



COMMONWEALTH UTILITIES CORPORATION



EMPLOYMENT APPLICATION INSTRUCTIONS AND SUPPLEMENTAL REQUIREMENTS

1. CUC Employment Application (CUC-HR-Form-0001) must be properly filled out before submission. An incomplete Employment Application will be disqualified and will not be entertained.
2. All CUC Employment Applications shall be submitted with the following required supporting documents to be eligible for further consideration.
 - ☐ High School, GED, and ADI Certificate.
 - ☐ College Degree (Associate, Bachelors, Masters, and/or Doctorate Degree) and Official College Transcripts.
 - ☐ Resume / CV.
 - ☐ Professional Licenses and or Certifications.
 - ☐ Training and Workshop Certifications.
 - ☐ Criminal Record Clearance – from place(s) of residence in the last twelve (12) months preceding the application submission. (If convicted, must provide Closure Report to show proof of compliance / fulfillment of judgment order.)
3. Specify the titles of the position(s) you are applying for, include the Job Vacancy Announcement Number and then submit your application on or before the closing date of the announcement.
4. If interested in additional positions, kindly complete the Employment Application Transfer Request Form (CUC-HR-FORM-0002).

Our current job vacancy announcements and Employment Application form are accessible on the CUC website at www.cucgov.org.

Applicants may submit their CUC Employment Application and required documents to:
employment.applications@cucgov.org.

(Please cite the Job Vacancy Announcement number in either the subject and/or body of your email, i.e.: JVA 12-345 or Job Vacancy Announcement 12-345)