

APPLICATION FOR EMPLOYMENT

*Region VII Planning and Development Council is an equal employment opportunity employer.
Upon request, this form may be made available in an alternative format.*

PLEASE TYPE OR PRINT CLEARLY

PERSONAL HISTORY:

Name _____ Social Security No. _____

Present Address: _____

City _____ State _____ Zip Code _____

Home Phone _____ Other Phone Number _____

Position Applied For _____ Salary Required _____

Do you have a valid driver's license? Yes No

Has your license been suspended or revoked? Yes No

Are you related to anyone working at Region VII? Yes No

If, yes, give name and relationship: _____

Are you at least 18 years of age? Yes No

How did you learn of this employment opportunity? _____

Do you have the legal right to work in this country? Yes No

Have you ever been convicted of a crime, had adjudication of a crime withheld or pled *nolo contendere* to a crime? Yes No

If yes, please explain _____

Note: A conviction will not necessarily disqualify you from employment. Each situation and explanation will be considered in relationship to the position for which you are applying.

Are you available for work Monday through Friday? Yes No

Are you available to work overtime, if required? Yes No

EDUCATION HISTORY:

<u>School</u>	<u>Location</u>	<u>Did you Graduate</u>	<u>Degree</u>	<u>Major</u>	<u>GPA</u>
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List any special skills, knowledge or ability you possess which may be relevant to the position you are applying for (i.e. knowledge of computer hardware, software): _____

Typing Speed: _____

List any professional or occupational licenses, certifications or memberships you currently hold that may be relevant to the position applied for: _____

EMPLOYMENT HISTORY:

List all employment beginning with the most recent position.

May we contact your present employer? Yes No

Company _____ Type of Business _____

Address _____

Telephone No. _____ Supervisor's Name _____

Job Title and Responsibilities _____

Reason for Leaving _____

Dates of Employment: From: _____ To: _____

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Company _____ Type of Business _____

Address _____

Telephone No. _____ Supervisor's Name _____

Job Title and Responsibilities _____

Reason for Leaving _____

Dates of Employment: From: _____ To: _____

=====

Company _____ Type of Business _____

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Telephone No. _____ Supervisor's Name _____

Job Title and Responsibilities _____

Reason for Leaving _____

Dates of Employment: From: _____ To: _____

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AUTHORIZATION\AGREEMENT

I hereby authorize Region VII Planning and Development Council and/or someone on its behalf to investigate my personal, employment, educational, criminal, driving or other background as may be necessary to arrive at an employment decision. I hereby release employers, schools, firms, persons and corporations from any and all liability in responding to inquiries in connection with my application and request that all those contacted provide Region VII with full and candid information.

Should I be selected for employment, I understand that:

1. Any employment will have a probationary period set by my employer. Completion of the probationary period may not result in further employment for any specific term.
2. Any employment is contingent on providing proof of legal authorization to work in this country.
3. Employment with Region VII Planning and Development Council is at-will employment and I may terminate or be terminated at any time for any or no reason.

I hereby affirm that the information provided in this application, on my resume, or given during the interview process to be true and complete. I acknowledge that false information or omissions of information may disqualify me from further consideration for the position and may result in my termination from employment if it is discovered later that I supplied false information or made omissions on the application, on my resume or during the interview process. I understand that if I am employed by Region VII Planning and Development Council, I am required to abide by all rules and regulations of my employer.

Signature _____ **Date** _____