



Application for Employment

PLEASE PRINT

Date: _____

Name _____

Social Sec. No. _____

Street _____

City _____

State _____

Zip Code _____

Business Telephone _____

Home Telephone _____

TYPE OF WORK DESIRED

Indicate the position for which you are applying: _____

What is your minimum *annual* salary requirement? _____

Date available for work _____

SKILLS

Typing speed _____ words per minute

Business machines you can operate _____

Computers (please list any hardware or software with which you may be familiar) _____

Other _____

EDUCATIONAL DATA

School	Print Name, Number and Street, City, State and Zip Code for each School Listing	No. of Years Completed	Degree, Major, or Type of Course
High School			
College			
Graduate School			
Trade, Bus., Night, or Corres.			
Other			

MILITARY EXPERIENCE

Were you in U.S. Armed Forces? Yes No If yes, what branch? _____

Dates of duty: From: _____ To: _____ Rank at Separation: _____

Briefly describe your duties: _____

GENERAL INFORMATION

Are you legally authorized to work in the United States? Yes No

Are you below the age of 18? Yes No

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodation? Yes No If yes, explain _____

Have you ever been convicted of a criminal offense? _____ Date: _____ Place: _____

Nature: _____ (An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

Have you previously applied for employment here? Yes No If yes, when? _____

Have you previously been employed by The Planning Commission? Yes No If yes, when? _____

Are any of your relatives employed here? Yes No If yes, please list name and department: _____

Person to be notified in case of emergency:

Name: _____ Telephone: _____

Address: _____

EMPLOYMENT HISTORY

List present employer or most recent employer first (use other side of this application, if necessary).

May we contact these employers? Yes No

Employer		Employed From _____ Mo. / Yr. To _____ Mo. / Yr.	Supervisor's Name
Address			Your Job Title
Telephone			
Your Salary:		Duties:	
Start	End		

Reason for Leaving:

Employer		Employed From _____ Mo. / Yr. To _____ Mo. / Yr.	Supervisor's Name
Address			Your Job Title
Telephone			
Your Salary:		Duties:	
Start	End		

Reason for Leaving:

Employer		Employed From _____ Mo. / Yr. To _____ Mo. / Yr.	Supervisor's Name
Address			Your Job Title
Telephone			
Your Salary:		Duties:	
Start	End		

Reason for Leaving:

Employer		Employed From _____ Mo. / Yr. To _____ Mo. / Yr.	Supervisor's Name
Address			Your Job Title
Telephone			
Your Salary:		Duties:	
Start	End		

Reason for Leaving:

References (NOT EMPLOYERS OR RELATIVES — AT LEAST THREE)

Name and Address	Occupation	Phone

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, accomplishments, goals and objectives, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin, or disability.)

AGREEMENT (Please read the following statements carefully.)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the Commission or myself. I understand that no management official other than the Executive Director has any authority to enter into, agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

Signature

Date