

APPLICATION FOR EMPLOYMENT
An Equal Opportunity, Affirmative Action Employer

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, national origin, military/veterans' status, or any other classification prohibited by law. If you need assistance in completing the employment application, please inquire at the Personnel office. Furthermore, the GCPRC may conduct pre-employment qualification testing, including pre-employment drug testing for safety-sensitive positions, and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Personnel Office in writing when you submit your application.

PERSONAL DATA

			FOR OFFICE USE ONLY	
<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Initial)</i>	<i>Action(s)</i>	<i>Dates(s)</i>
<i>(Street Address or Post Office Box)</i>			_____	_____
<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>	_____	_____

Phone Numbers: () _____ Social Security Number _____
 () _____ Position Applied for: _____

e-mail address: _____

When would you be available to start work? _____

State any restrictions on dates or hours available _____

After reviewing the relevant job description, are you physically, mentally, or otherwise able to perform the duties of the job for which you are applying, with or without reasonable accommodation(s)? _____

Check each type of work you will accept: Regular Temporary Part Time Full Time

Have you filed an application here before? Yes No Date: _____

Have you ever been employed here before? Yes No Date: _____

Are you or your spouse related to any officer or employee of this employer? Yes No

If so, to whom, and how related? _____

EDUCATION AND TRAINING

Name and Schools Attended and Location	# years completed	Major Field	Degree Received

SKILLS: Please provide other information concerning special training, interests, career goals, or any other data you wish to provide.

Computer Software/Hardware, Specify type familiar with _____

Languages _____ read _____ write _____

Other _____

EMPLOYMENT EXPERIENCE: List each position held. Cite any military experience, along with type of discharge. Account for all gaps in employment. If you wish, include relevant volunteer experience and homemaking experience. Start with your present or most recent assignment and work backward. If you need additional space, please continue on separate sheet(s) of paper. In the column at the right, describe your assignments. Attach additional sheets as necessary. Do not simply attach your resume. This application form must be filled out completely. Incomplete applications may not be considered.

May inquiry be made of your present employer? Yes No

Employer	From:	To:
Address	Dates (month/year)	
Telephone Number	Summary of Job Duties	
Job Title		
Supervisor		
Reason for Leaving	Starting Salary:	Ending Salary:

Employer	From:	To:
Address	Dates (month/year)	
Telephone Number	Summary of Job Duties	
Job Title		
Supervisor		
Reason for Leaving	Starting Salary:	Ending Salary:

Employer	From:	To:
Address	Dates (month/year)	
Telephone Number	Summary of Job Duties	
Job Title		
Supervisor		
Reason for Leaving	Starting Salary:	Ending Salary:

Employer	From:	To:
Address	Dates (month/year)	
Telephone Number	Summary of Job Duties	
Job Title		
Supervisor		
Reason for Leaving	Starting Salary:	Ending Salary:

ADDITIONAL INFORMATION: Are you eligible to work in the United States? Yes / No. You will be required to provide proof of identification and work eligibility upon hire.

Have you ever been convicted of, pled guilty or nolo contendere to, or received deferred adjudication for a felony or misdemeanor (excluding minor traffic violations)? If yes, explain and give the date, location, and disposition of each. Please give any additional details you feel are relevant, such as circumstances and rehabilitation. Conviction of a crime does not automatically disqualify you from consideration for employment.

Yes No

If yes, please explain on reverse side of page. (*You may omit convictions for minor traffic violations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of conviction, and the relevance of the crime to this position will be considered.*)

If the position for which you are applying requires the operation of a motor vehicle, do you have a current

Texas Driver's License? Yes No License No. _____

Type of License Operator Commercial Chauffeur

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

Name	Address	Phone	Occupation

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge, and I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. If I am applying for a safety-sensitive position, I understand that GCRPC will contact my former Department of Transportation-regulated employer(s), from the past two years, to request information necessary in accordance with 49 CFR part 40.25. I further realize that GCRPC's transportation services department has a zero tolerance drug policy. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

By my signature below, I acknowledge my understanding that Golden Crescent Regional Planning Commission (GCPRC) is under no obligation to provide employment to me until such time as a written offer of employment is made by GCPRC and accepted, in writing, by myself. I also understand that only written representations and promises of this employer will be enforceable.

Date: _____ Signature of Applicant: _____