

PLANNING & DEVELOPMENT DISTRICT III
APPLICATION FOR EMPLOYMENT

(Please attach a Resume)

(PLEASE PRINT)

Last Name	First Name	Middle	Social Security No.
Address	City	State	Zip Code
			Phone No.

Position(s) Applied For:

Employment History: Begin with current or last job. Include military service assignments. If you include volunteer activities, you may exclude organizations that indicate race, color, religion, national origin, disability, or other protected status.

1.

Employer	Address	Phone Number
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Dates of Employment: ___ / ___ to ___ / ___ Job Title: _____

Starting Hourly/Salary: _____

Current/Final Hourly/Salary: _____

Supervisor: _____

Duties or Responsibilities: _____

Reason for Leaving: _____

2.

Employer	Address	Phone Number
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Dates of Employment: ___ / ___ to ___ / ___ Job Title: _____

Starting Hourly/Salary: _____

Current/Final Hourly/Salary: _____

Supervisor: _____

Duties or Responsibilities: _____

Reason for Leaving: _____

3.

Employer _____ Address _____ Phone Number _____

Dates of Employment: ___ / ___ to ___ / ___ Job Title: _____

Starting Hourly/Salary: _____

Current/Final Hourly/Salary: _____

Supervisor: _____

Duties or Responsibilities: _____

Reason for Leaving: _____

4.

Employer _____ Address _____ Phone Number _____

Dates of Employment: ___ / ___ to ___ / ___ Job Title: _____

Starting Hourly/Salary: _____

Current/Final Hourly/Salary: _____

Supervisor: _____

Duties or Responsibilities: _____

Reason for Leaving: _____

IF YOU NEED ADDITIONAL SPACE, PLEASE USE A SEPARATE SHEET OF PAPER.

Education - Years Completed: 12 14 16 18 19 20 +

School	Location	Diploma/Degree	Studies
High School			
Trade/Professional School			
College/University			
Graduate School			

Specialized Training, Apprenticeship, Extracurricular Activities (*List Honors, Awards, Copyrights, or Patents*):

Special Job-Related Skills and Qualifications from Employment or Other Experience:

Foreign Languages (please write language in applicable column)

	Fluent	Good	Fair
Speak			
Read			
Write			

Professional, Trade, Business, or Civic Organizations/Offices:

You may exclude organizations that indicate race, color, religion, national origin, disability, or other protected status.

Military History:

Enlistment Dates	Release/Type
Job-Related Training	
Current Status	

Personal:

Have you ever applied to District III before? Yes No
If yes, when? _____

Have you ever been employed with us before? Yes No
If yes, when? _____

Do you have a relative or friend employed with us? Yes No
If yes, who? _____

May we contact your present employer? Yes No

Have you ever been convicted of a crime (other than a traffic violation)? Yes No
If yes, please explain? *Conviction will not necessarily disqualify you from employment.*

Do you have an appropriate drivers license? Yes No

Have you ever been ticketed for a traffic violation? Yes No
If yes, please explain?

Are you a citizen of the United States? Yes No
(Proof must be provided: Visa, Green Card, Social Security Card, and Drivers License)
If no, does your immigration status permit you to work? Yes No

Are you currently on "layoff" status, subject to recall? Yes No

On what date will you be available for work? _____

Availability:

Full Time _____ Part Time _____ Shift Work _____ Temporary _____

Are you available for travel? Yes No

Are you available for work that requires overnight stays? Yes No

References Other than Previous Employers or Relatives

Providing this information means that you give this organization permission to contact the references listed.

Name	Address	Telephone No.
Name	Address	Telephone No.
Name	Address	Telephone No.
Name	Address	Telephone No.

APPLICANT'S ACKNOWLEDGMENT

This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application. The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by the employer and employee.

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

Signature of Applicant

Date

FOR DISTRICT III USE ONLY

Arrange Interview: Yes _____ No _____

Comments:

If employed, start date: _____ Hourly/Salary: \$_____

Department: _____ Title: _____

NOTES:

BY: _____
Name and Title Date

