

REGION I PLANNING & DEVELOPMENT COUNCIL

Application for Employment

Date: _____

NAME: _____

P.O. Box or Street: _____

City, State & Zip Code: _____

Home Phone: _____ Cell Phone: _____

Social Security Number: _____

Are you authorized to work in the United States? ___ (yes) ___ (no)

Are you under 18 years of age: ___ (yes) ___ (no)

Position (s) Applied For (BE SPECIFIC): _____

Have you applied with Region I Planning & Development Council before? ___ (yes) ___ (no)

Date Available for work: _____

Rate of Pay Expected: _____ per _____

Is there anything that will prevent you from performing the essential functions of the position or positions for which you are applying, with or without reasonable accommodations?

 ___ (yes) ___ (no)

If yes, explain: _____

Would you be willing to work overtime? ___ (yes) ___ (no)

Have you ever been convicted of a criminal offense? ___ (yes) ___ (no)

If yes, please explain: _____

Employment History

List your present and past employment, beginning with your most recent employment.

1. Name of Company: _____ Address: _____
Phone: _____ Supervisor: _____
Describe the work you performed: _____
Starting Pay: _____ per _____ Ending Pay: _____ per _____
Period Worked: From _____ To _____
Reasons for Leaving: _____

2. Name of Company: _____ Address: _____
Phone: _____ Supervisor: _____
Describe the work you performed: _____
Starting Pay: _____ per _____ Ending Pay: _____ per _____
Period Worked: From _____ To _____
Reasons for Leaving: _____

3. Name of Company: _____ Address: _____
Phone: _____ Supervisor: _____
Describe the work you performed: _____
Starting Pay: _____ per _____ Ending Pay: _____ per _____
Period Worked: From _____ To _____
Reasons for Leaving: _____

4. Name of Company: _____ Address: _____
Phone: _____ Supervisor: _____
Describe the work you performed: _____
Starting Pay: _____ per _____ Ending Pay: _____ per _____
Period Worked: From _____ To _____
Reasons for Leaving: _____

5. Name of Company: _____ Address: _____
Phone: _____ Supervisor: _____
Describe the work you performed: _____
Starting Pay: _____ per _____ Ending Pay: _____ per _____
Period Worked: From _____ To _____
Reasons for Leaving: _____

Have you ever worked under a different name for any of these employers? ___ (yes) ___ (no)
If yes, please identify the employer and state the name: _____

Education

	Name & Location	Years Attended	Did You Graduate?	Subjects Studied
High School				
College				
Graduate School				
Trade, Business or Correspondence School				

Describe any other training such as military, vocational, etc.: _____

References

Provide three (3) references.

1. Name: _____

Company and Title: _____

Email Address: _____

Daytime Phone Number: _____

2. Name: _____

Company and Title: _____

Email Address: _____

Daytime Phone Number: _____

3. Name: _____

Company and Title: _____

Email Address: _____

Daytime Phone Number: _____

Applicant Consent

Please read each of the following statements and place your initials by each one to indicate that you understand and agree to the terms stated, then sign this form at the bottom.

_____ The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my immediate dismissal. I further understand that this application is not, and is not intended to be a contract of employment, nor does this application obligate the company to which you are applying in any way. Furthermore, I understand that if I am hired, my employment can be terminated with or without cause at any time, at the discretion of either the company or myself.

_____ I understand that by filling out this application that I will not be guaranteed a job. I also understand that **this application will only be considered for thirty (30) days** unless I contact the Executive Director in writing by certified mail on a continuous basis that I am still available for employment.

Signature: _____

Date: _____

Authorization for Release of Information

Name: _____

Address: _____

I, the undersigned, hereby authorize and direct any persons or corporations and/or any staff member of a corporation to release any information verbally or in writing regarding my employment or character to:

Region I Planning & Development Council
241 Mercer Springs Road, Suite 21
Princeton, WV 24740

This information is being used as background information for my employment application with Region I Planning & Development Council.

I, the undersigned, waive any liability that may arise against any company and/or any staff member of said company or any individual for releasing said information.

Applicant's Signature: _____

Date: _____

Witness: _____

Date: _____