



## 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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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**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: \_\_\_\_\_**

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## 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  
1439 East Main Street, Suite 5  
Princeton, West Virginia 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: \_\_\_\_\_