

**Application for Employment**

**North Central Planning Council  
Equal Opportunity Employer**



North Central Planning Council considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Date of Application \_\_\_\_\_ Position Applied For \_\_\_\_\_  
Salary Requirement \_\_\_\_\_

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Initial

\_\_\_\_\_  
Address                                      City                                      State                                      Zip Code

\_\_\_\_\_  
Telephone Number                                      Social Security Number

Are you currently employed?                                       Yes                                       No

May we contact your present employer?                                       Yes                                       No

Have you ever been disciplined or fired?                                       Yes                                       No

If yes, Why? \_\_\_\_\_

Can you travel if a job requires it? \_\_\_\_\_

Have you ever been convicted of a felony?                                       Yes                                       No

If yes, explain: \_\_\_\_\_

**EDUCATION**

Highest Level Attained:                                       High School                                       Undergrad                                       Graduate

School Name and Location: \_\_\_\_\_

Years Completed:                                       12                                       13                                       14                                       15                                       16 +

Diploma/Degree: \_\_\_\_\_

Describe Course of Study: \_\_\_\_\_

**REFERENCES**

Give the name, address, and telephone number of three references who are not related to you and are not previous employers.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. (You may exclude organizations which indicate race, religion, gender, national origin, handicap or other protected status.

1. **Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Hourly Rate/Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

2. **Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Hourly Rate/Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

3. **Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Hourly Rate/Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**PLEASE ATTACH RESUME**

### APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with North Central Planning Council is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all policies, rules, and regulations of North Central Planning Council.

I hereby authorize North Central Planning Council to contact prior employers to obtain any and all information related to my past work performance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date