



## SOUTH ALABAMA REGIONAL PLANNING COMMISSION

### APPLICATION FOR EMPLOYMENT

110 Beauregard Street

Mobile, AL 36602

Phone (251) 433-6541 Fax (251)433-6009

South Alabama Regional Planning Commission (SARPC) is an equal opportunity employer. SARPC does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S? ☐ Yes ☐ No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)  
☐ Yes ☐ No

Have you ever been terminated from employment or asked to resign by an employer?  
☐ Yes ☐ No

If yes, please provide company names and details \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ☐ Yes ☐ No

### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed? ☐ If so may we inquire of your present employer? \_\_\_\_\_

### REFERRAL SOURCE

How did you hear about us? \_\_\_\_\_

Have you ever worked for this company before? \_\_\_Yes \_\_\_No Explain\_\_\_\_\_

Do you know anyone who works for our company? Yes\_\_\_ No\_\_\_ If yes, who?\_\_\_\_\_

### **EDUCATION**

	Name and location of school	Degree Received	Subjects Studied / Major
High School			
College or University			
Graduate School			
Trade, Business or Correspondence School			

### **EMPLOYMENT HISTORY**

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. If additional space is needed for employment, please print page 3 and add additional pages as needed. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Rate of Pay			
Reason for leaving			
May SARPC Contact this employer? ___Yes ___No			

From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Rate of Pay			
Reason for leaving			
May SARPC Contact this employer?    __Yes    __No			
From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Rate of Pay			
Reason for leaving			
May SARPC Contact this employer?    __Yes    __No			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Rate of Pay			
Reason for leaving			
May SARPC Contact this employer?    __Yes    __No			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **REFERENCES**

Give the names of three persons not related to you, whom you have known at least three (3) years in a professional capacity.

Name	Phone & Email Address	Company	Years Acquainted
1			
2			
3			

### **Please Read Carefully Before Signing**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for SARPC to hire me. If I am hired, I understand that either SARPC or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of SARPC has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to SARPC true and complete information on this application. No requested information has been concealed. I authorize SARPC to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.**