



## Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

### General:

Date \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone (if different) \_\_\_\_\_

Email \_\_\_\_\_

Position applied for: \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

When are you available to start, if selected? \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You will be required to provide documentation.)

Yes  No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)

Yes  No

If yes, please describe conditions. \_\_\_\_\_

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

### Education:

School Name and Location	Year	Major	Degree
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College _____	_____	_____	_____
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College _____	_____	_____	_____
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Post-College _____	_____	_____	_____
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Other Training _____	_____	_____	_____
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In addition to your work history, are there other skills, qualifications, or experience that we should consider?

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



**Employment History:** Start with most recent employer

Company Name \_\_\_\_\_

Location \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position/Title \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position/Title \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Phone Number of Supervisor \_\_\_\_\_

Responsibilities \_\_\_\_\_

Company Name \_\_\_\_\_

Location \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position/Title \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position/Title \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Phone Number of Supervisor \_\_\_\_\_

Responsibilities \_\_\_\_\_

Company Name \_\_\_\_\_

Location \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position/Title \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position/Title \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Phone Number of Supervisor \_\_\_\_\_

Responsibilities \_\_\_\_\_



**References:**

Please provide name, contact information, and relationship for up to three references.

Name \_\_\_\_\_ Contact Information \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Contact Information \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Contact Information \_\_\_\_\_

Relationship \_\_\_\_\_

Attach a cover letter and resume and additional information if necessary.

I certify that the facts set forth in this application and attached resume and documentation for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application and accompanying documents shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the Executive Director, has any authority to alter the foregoing.

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

**Forward signed application, cover letter and resume to Thomas Jefferson Planning District Commission, 401 East Water Street, Charlottesville, VA 22902 or [info@tjpd.org](mailto:info@tjpd.org).**