



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.

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
College _____	_____	_____	_____
College _____	_____	_____	_____
Post-College _____	_____	_____	_____
Other Training _____	_____	_____	_____



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 Wage/Salary _____

Ending Position/Title _____

Name of Supervisor _____

Phone Number of Supervisor _____

Responsibilities _____

Company Name _____

Location _____

Date Started _____ Starting Position/Title _____

Date Ended _____ Ending Wage/Salary _____

Ending Position/Title _____

Name of Supervisor _____

Phone Number of Supervisor _____

Responsibilities _____



Company Name _____

Location _____

Date Started _____ Starting Position/Title _____

Date Ended _____ Ending Wage/Salary _____

Ending Position/Title _____

Name of Supervisor _____

Phone Number of Supervisor _____

Responsibilities _____

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.