



THURSTON REGIONAL PLANNING COUNCIL EMPLOYMENT APPLICATION

This application can be printed and filled out by hand or completed by using the TAB key to move from one box to the next. When completed, print, sign, and send the application and other required documents to the address at the bottom of the page or email it to hr@trpc.org. Thurston Regional Planning Council does not accept applications by fax .

APPLICATION FOR (PLEASE PRINT OR TYPE)

Title of Position:

APPLICANT INFORMATION

Name: (Last)		(First)		(Middle Initial)	
Address: (Number, Street)		(City)		(State)	(Zip Code)
Phone Numbers: (Home)		(Work)	(Mobile)	(Other)	
Email Address:			Driver's License No. and State of Issue		

EMPLOYMENT ELIGIBILITY

In accordance with the Immigration Reform and Control Act, Section 274A, all new employees must show employment authorization to work in the United States and verify identity. Are you precluded from working for any employers in the U.S. on a full time basis by visa or immigration status? Yes No

WORK AVAILABILITY

Will you accept? Regular Temporary

Will you accept? Full Time Part Time

COMPUTER AND OTHER OFFICE SKILLS (List applications with which you are proficient)

Word Processing:

Spreadsheet:

Database:

Others (List):

FOREIGN LANGUAGE SKILLS

Language: _____ Spoken Written

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EDUCATION -- Did you graduate from high school or receive a GED Certificate? Yes No

College, University, Vocational School	Major	Dates	List Degree, if any:

LICENSES AND CERTIFICATES (Professional or trade licenses which are related to the position.)

Description	Issued By	Expiration Date

ESSENTIAL FUNCTIONS

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation? (See attached Job Description.) Yes No

PREVIOUS EMPLOYMENT/RELATIVES WITH TRPC

Are you a current employee for TRPC? Yes No Previously

Title: _____ Dates of employment: _____

List any relatives employed by TRPC: _____

EMPLOYMENT HISTORY -- Beginning with your present or more recent employer, list all positions for the last ten years and other positions relevant to the position for which you are applying. If you have held more than one (1) position for the same employer, list each separately. List any self-employment, military service, volunteer work and periods of unemployment. You may continue your response by duplicating additional copies of this page. *APPLICATIONS WHICH SAY "SEE RESUME" MAY NOT BE ACCEPTED.*

Dates Employed: From: ____ / ____ / ____ To: ____ / ____ / ____ Total Time: _____ No. Supervised: _____	Job Title		Employer		
	Employer Street Address		City	State	Employer Phone
	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Reason for Leaving or Considering Change				

Dates Employed: From: ____ / ____ / ____ To: ____ / ____ / ____ Total Time: _____ No. Supervised: _____	Job Title		Employer		
	Employer Street Address		City	State	Employer Phone
	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
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	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Reason for Leaving or Considering Change				

Have you ever been known by a different name by any of these employers or educational institutions attended Yes No

If yes, please list: _____

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION: I authorize Thurston Regional Planning Council (TRPC) to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, and academic institutions, and TRPC from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with TRPC.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if TRPC has not employed me and for immediate dismissal if TRPC has employed me. I also authorize TRPC to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release TRPC from any and all liability for its providing this information.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with TRPC's interest or those of its members, nor will I become engaged in such activity or business if employed.

I understand that nothing in this employment application, in TRPC policy statements or personnel guidelines, or in my communications with any TRPC official is intended to create an employment contract between TRPC and me. I also understand that TRPC has the right to modify its policies without giving me any advance notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon TRPC unless it is made in writing and signed by the Executive Director. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that TRPC retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

Signature of Applicant: _____ Date: _____

SPECIAL CONSIDERATION: If you are selected to participate in an examination or interview and need any special accommodation in order to complete or participate in the process because of an impairment or disability, please contact our office.

Thurston Regional Planning Council is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.