

**Application for Employment**

**Directions:** Please print legibly using black ink, or type. This form is available at [www.psrc.org/about/jobs/application.pdf](http://www.psrc.org/about/jobs/application.pdf).

**Equal Employment Opportunity:** It is the policy of the Puget Sound Regional Council to recruit, employ, promote, and treat all employees and applicants for employment without unlawful discrimination as to race, color, creed, and/or religion; sex, age, national origin, ancestry, marital status, veteran status, medical condition, including HIV; or because of sensory, physical, or mental disability, political ideology, sexual orientation, or any other factor protected by the law.

<b>General Information</b>			
Position you are applying for		Where did you <u>first</u> hear of this position (list specific Web site, if applicable)	
First name	Last name	Middle name	
Street address	City	State and zip code	
Daytime phone where we can contact you	Evening phone where we can contact you	E-mail address	
<b>Education</b> (Attach additional sheets, if necessary, using same format)			
Name of School	City, State	Graduated?	Degree or Major Areas of Study
High school			
College			
Other			
Professional license	Granted by	Is it valid?	License number and expiration date
Honors, awards, technical skills			
<b>Employment</b> (Begin with most recent employer or current position)			
1. From (mo/yr)	To (mo/yr)	Your title	Ending salary (note if hourly, monthly, or annually)
Company name		Company address	
Supervisor's name		Supervisor's title	Supervisor's phone
Duties and responsibilities			
Reason for leaving			
2. From (mo/yr)	To (mo/yr)	Your title	Ending salary (note if hourly, monthly, or annually)
Company name		Company address	
Supervisor's name		Supervisor's title	Supervisor's phone
Duties and responsibilities			
Reason for leaving			

3. From (mo/yr)	To (mo/yr)	Your title	Ending salary (note if hourly, monthly, or annually)
Company name		Company address	
Supervisor's name		Supervisor's title	Supervisor's phone
Duties and responsibilities			
Reason for leaving			

**Additional Employment** (Attach additional sheets, if necessary, using same format)

Company name and address	Dates (mo/yr)	Title
4.		
5.		
6.		

Give dates and explain all periods of unemployment

**Former Regional Council Employee**

Are you a former Regional Council employee?  No  Yes (If yes, please fill in the spaces below)

Last position held	Date employment ended (mo/yr)	Supervisor
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**Personal Data**

Before answering this question, please review the job description for the position you are applying for (available at [www.psrc.org/about/jobs](http://www.psrc.org/about/jobs)). Can you perform all the functions of the job with or without an accommodation?  No  Yes

Names of relatives employed by the Regional Council, and relationship:

Have you been convicted of a crime or released from prison within the past seven (7) years?  No  Yes

If yes, indicate the date and nature of the offense (a conviction will not necessarily disqualify you from employment):

Will visa or immigration status prevent lawful employment?  No  Yes

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I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and that the Employer may discharge the Employee at an time, with or without cause. 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 officer of this agency.

I authorize the Puget Sound Regional Council to verify all the information that I have provided on this application. To the best of my knowledge, all of the above information is true and correct. I understand that any misrepresentation or omission of facts is cause for rejection or possible termination of my employment with the Puget Sound Regional Council.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_