

Employment Application

Please print clearly or type. Complete all sections. Incomplete applications may not be considered.
 GEODC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other legally protected status.

POSITION INFORMATION

Position Applied For: _____ Date: _____

Desired Salary/Wage: _____ Date Available to Start: _____

Type of Employment Desired: Full-Time Part-Time Temporary/Seasonal

How did you learn about this position? _____

PERSONAL INFORMATION

Full Legal Name: _____
Last First Middle

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Are you at least 18 years of age? Yes No

Are you legally authorized to work in the United States? Yes No

If the position requires driving, do you have a valid driver's license? Yes No

State of issue: _____ License #: _____

EDUCATION

	School Name & Location	Dates Attended	Degree/Diploma	Major/Field	GPA
High School					
College/University					
Graduate School					
Trade/Vocational					

Relevant Certifications/Licenses: _____

SKILLS & QUALIFICATIONS

Please list skills, software proficiencies, languages spoken, or other qualifications relevant to the position:

EMPLOYMENT HISTORY (START WITH MOST RECENT EMPLOYER)

List your last three (3) employers. Use additional sheets if necessary.

Employer 1

Company/Organization: _____ Phone: _____
Address: _____
Job Title: _____ Supervisor: _____
Start Date: _____ End Date: _____
Duties/Responsibilities: _____
Reason for Leaving: _____ May we contact? Yes No

Employer 2

Company/Organization: _____ Phone: _____
Address: _____
Job Title: _____ Supervisor: _____
Start Date: _____ End Date: _____
Duties/Responsibilities: _____
Reason for Leaving: _____ May we contact? Yes No

Employer 3

Company/Organization: _____ Phone: _____
Address: _____
Job Title: _____ Supervisor: _____
Start Date: _____ End Date: _____
Duties/Responsibilities: _____
Reason for Leaving: _____ May we contact? Yes No

PROFESSIONAL REFERENCES (DO NOT INCLUDE RELATIVES)

Please provide three (3) professional references.

1. Name: _____	Relationship: _____
Organization: _____	Phone/Email: _____
2. Name: _____	Relationship: _____
Organization: _____	Phone/Email: _____
3. Name: _____	Relationship: _____
Organization: _____	Phone/Email: _____

ADDITIONAL INFORMATION

Have you ever been employed by GEODC?

Yes No

If yes, when and in what capacity? _____

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

If no, please describe the accommodations needed: _____

Please describe why you are interested in this position and what you would bring to GEODC:

ACKNOWLEDGMENT & AUTHORIZATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts may result in rejection of this application or, if hired, may be grounds for immediate termination.

I authorize GEODC to verify the information provided and to contact my previous employers and references listed above, unless otherwise indicated. I understand that this application does not constitute an offer or contract of employment. If hired, I understand that my employment is at-will unless otherwise specified in a written employment agreement signed by the Executive Director.

I understand that, if hired, I will be required to provide proof of identity and legal authorization to work in the United States in accordance with applicable law.

Applicant Signature

Date

Printed Name

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

Position: _____

Interview Date: _____

Disposition: _____