

CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION
APPLICATION FOR EMPLOYMENT

Last Name _____ First Name _____ Middle Name _____

Street Address _____ Town _____ State _____ Zip _____

Telephone _____ Cell _____ Email _____

Position(s) applied for _____

Have you submitted an application here before? Yes No Position applied for _____

Have you been employed here before? Yes No Dates _____

Are you legally eligible for employment in this country? _____

Are you over the age of 18? Yes No Fluent in foreign languages? _____

Have you ever been convicted of a felony that has not been expunged or sealed by a court? Yes No

If so, list convictions with dates _____

For Head Start applicants, have you ever been charged or convicted of child sexual abuse, child abuse or neglect?

EMPLOYMENT BACKGROUND (starting with the most recent)

1) Employer _____ Address _____ Phone _____

Start date _____ End date _____ Position(s) held _____

Name of immediate supervisor _____ Supervisor's email _____

Type of work _____

Reason for leaving _____ If current, may we contact? _____

What did you like most about this position? _____

What did you like least? _____

2) Employer _____ Address _____ Phone _____

Start date _____ End date _____ Position(s) held _____

Name of immediate supervisor _____ Supervisor's email _____

Type of work _____

Reason for leaving _____

What did you like most about this position? _____

What did you like least? _____

3) Employer _____ Address _____ Phone _____

Start date _____ End date _____ Position(s) held _____

Name of immediate supervisor _____ Supervisor's email _____

Type of work _____

Reason for leaving _____

What did you like most about this position? _____

What did you like least? _____

4) Employer _____ Address _____ Phone _____

Start date _____ End date _____ Position(s) held _____

Name of immediate supervisor _____ Supervisor's email _____

Type of work _____

Reason for leaving _____

What did you like most about this position? _____

What did you like least? _____

5) Employer _____ Address _____ Phone _____

Start date _____ End date _____ Position(s) held _____

Name of immediate supervisor _____ Supervisor's email _____

Type of work _____

Reason for leaving _____

What did you like most about this position? _____

What did you like least? _____

EDUCATION

Completed High School or GED? _____

Diploma in Associate of Arts, two year degree? _____ Major _____

Diploma from four year institution? _____ Major _____ Minor _____

Master's degree _____ Field _____

PhD _____ Field _____

Certifications _____ Licenses _____

Other _____

WORK RELATED REFERENCES

1) Name _____ Phone _____ Email _____ Relationship _____

2) Name _____ Phone _____ Email _____ Relationship _____

3) Name _____ Phone _____ Email _____ Relationship _____

I certify that the information provided is true and complete. I authorize the employer to contact and obtain information regarding my former employment, references and criminal background. I waive any rights and claims I may have regarding the employer's lawful search for information related to my consideration for employment. I understand that if employed, any false statement made on this application may be cause for my dismissal. I further understand that this is not intended to be a contract of employment.

Signature _____ Date _____

(to be provided at time of interview)

Please continue to next page, Equal Opportunity Employment Information.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST

CCRPC is an equal employment opportunity employer. In order to comply with EEO reporting requirements, CCRPC requests the following data from applicants for employment. Provision of this information is optional.

Name _____ Date _____

Position title applied for _____

Gender Female Male Handicap Veteran

Bilingual Spanish Bilingual Other _____

Race:

Caucasian

African American

Hispanic (Caucasian) Hispanic (non-Caucasian)

Asian or Asian American

Native American

Other