

Valdosta Office
1937 Carlton Adams Drive
Valdosta, GA 31601
(229) 333-5277



Waycross Office
1725 South Georgia Parkway West
Waycross, GA 31503
(912) 285-6097

EMPLOYMENT APPLICATION

Position Information

Position Applied For: _____

Date Available: _____

Type: Full Time Part-Time Temporary

Applicant Information

Full Name: _____

Preferred Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Education/Certifications

School/College	Degree <i>(i.e. AA, BA, BBA, etc.)</i>	Field	Dates Attended		Graduated
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Skills & Qualifications

Licenses/Certifications: _____

Technical/Computer Skills: _____

Professional Summary

Employment History *(Start with your most recent position. Add extra sheets if necessary)*

Dates of Employment: _____
Employer: _____
Employer Address: _____
City/State/Zip: _____
Supervisor's Name: _____ Phone: _____
Job Title: _____ Salary: _____
Responsibilities & Accomplishments:

Reason for Leaving: _____

Dates of Employment: _____
Employer: _____
Employer Address: _____
City/State/Zip: _____
Supervisor's Name: _____ Phone: _____
Job Title: _____ Salary: _____
Responsibilities & Accomplishments:

Reason for Leaving: _____

Dates of Employment: _____
Employer: _____
Employer Address: _____
City/State/Zip: _____
Supervisor's Name: _____ Phone: _____
Job Title: _____ Salary: _____
Responsibilities & Accomplishments:

Reason for Leaving: _____

References

Include at least two (2) employer and at least one (1) character reference that we may contact.

Name	Relationship	Organization	Contact Information

Character Reference(s)

Name	Relationship	Organization	Contact Information

May we contact your present employer? Yes No

(A "no" answer will not harm your changes of employment.)

Work Authorization

Authorized to work in U.S.: Yes No

Driving and Background

Valid Class C Driver's License: Yes No

State? _____ DL #: _____ Traffic Expiration Date: _____

Violations in the past three (3) years? Yes No

If yes, indicate types of offenses and dates:

Have you been convicted of a felony since your 18th birthday? Yes No

If yes, please explain: _____

**A conviction does not automatically disqualify you from employment. Factors such as the nature of the offense, time elapsed, and relevance to the position will be considered.*

Supplemental Questions

Why are you interested in working for the SGRC? _____

Describe any experience working with local governments, public programs, or community organizations.

Equal Opportunity

The Southern Georgia Regional Commission is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age or disability.

Application for Employment

Applicants for employment must submit to post-employment-offer drug testing, must submit a satisfactory Motor Vehicle Report (MVR), and must pass a criminal background check (if required). If offered employment, you will be required to provide documentation to verify employment eligibility. Failure to provide the required documentation may result in the determination that the applicant is ineligible for employment in the United States.

Please print or type. Answer all questions. If a question does not apply to you, enter "N/A" in the appropriate space. Applications which are incomplete or illegible will not be considered. If additional space is needed to answer questions, continue answers on plain paper.

Certification

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire or if hired, dismissal.

I understand that applicants for employment shall submit to post-employment-offer drug testing, must submit a satisfactory Motor Vehicle Report (MVR), and must pass a criminal background check (if required).

I authorize any of the persons or organizations referenced in this application to give any and all information concerning my previous employment, education, or any other information they might have knowledge of, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to the SGRC. I authorize the SGRC to request and receive such information.

In being considered for employment by the SGRC, I agree to conform to the rules and regulations of the SGRC and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the SGRC at any time, at the SGRC's sole option and without any prior notice to me. I further acknowledge that my employment may be terminated and that any offer of employment, if such is made, may be withdrawn with or without prior notice, at any time, at the option of the SGRC.

I understand that only the SGRC Executive Director has any authority to enter into any agreement for employment or to assure any benefits or terms and conditions of employment. I also understand that, if I am employed, I will be subject to a trial period during which I must prove my ability to perform satisfactorily.

The relationship between the SGRC and an employee is "at-will." Any individual may be terminated by the SGRC at any time for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I acknowledge that I have been advised that this application will remain active for no more than 90 days from the date that it was submitted.

Signature: _____ Date: _____