



(Please type or print in ink.)

Position for which you are applying: \_\_\_\_\_

NAME (LAST, FIRST, MIDDLE INITIAL) \_\_\_\_\_ PERSONAL PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ CELL PHONE \_\_\_\_\_

Have you ever interned, volunteered, or been employed by LCOG?  Yes  No

If yes, when and in what capacity? \_\_\_\_\_

**WORK EXPERIENCE**

Please list your current or most recent position first. Complete this section even if you provide a resume. Attach additional sheets if necessary.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Your Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Part/Full Time: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Describe assigned duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

My current employer  may  may not be contacted without prior applicant consent.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Your Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Part/Full Time: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Describe assigned duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Your Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Part/Full Time: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Describe assigned duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Do you have a high school diploma or GED certificate?    yes <input type="checkbox"/> no <input type="checkbox"/>			
List post secondary schools attended and their location	# of years attended	degree Y/N	course of study

**QUALIFICATIONS**

Please list qualifications related to the position for which you are applying, including any related classes, training, typing speed or licenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony?     yes     no

If yes, for what charge and when were you convicted? \_\_\_\_\_

*(Note: a felony conviction may be a bar to employment only if it is related to the job for which you are applying.)*

**PROFESSIONAL REFERENCES**

1. Name, Title: \_\_\_\_\_  
Professional Relationship: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_
2. Name, Title: \_\_\_\_\_  
Professional Relationship: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_
3. Name, Title: \_\_\_\_\_  
Professional Relationship: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

**CERTIFICATION OF APPLICANT**

**Please read before signing.**

I hereby certify that the information on this application is true and complete. I understand that falsifications, misrepresentations and material omissions could be cause for my dismissal. I hereby authorize Lane Council of Governments to ***contact my past employers as references and*** to receive from them any information about me regarding my job performance, knowledge and skills. I hereby release Lane Council of Governments and those contacted for references from any liability of damage which may result from the information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# APPLICANT DATA RECORD

Lane Council of Governments is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, medical condition or disabilities, or any other legally protected status. To help us comply with governmental record keeping, and to evaluate the effectiveness of our efforts, we request that you please fill out the "APPLICANT DATA RECORD." This data will be kept in a confidential file separate from your Application for Employment. YOUR COOPERATION IS VOLUNTARY.

POSITION FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

Name: \_\_\_\_\_ Application date: \_\_\_\_\_

Please check where applicable:

- Female       Male       Under 21       Over 40       Veteran  
 African American/Black       Asian/Pacific Islander       Caucasian/White  
 Hispanic       Native American/Alaskan Native

How did you learn of this vacancy?

- Newspaper \_\_\_\_\_  LCOG website  
(Name)  
 Organization \_\_\_\_\_  Walk-in  
(Name)  
 Publication or Journal \_\_\_\_\_  Campus Recruitment  
(Name)  
 Other \_\_\_\_\_  
(Specify)  
 From an LCOG Employee

Thank you for your interest in employment with Lane Council of Governments.