



## THURSTON REGIONAL PLANNING COUNCIL EMPLOYMENT APPLICATION

This application can be printed and filled out by hand, or completed by using the TAB key to move from one box to the next. When completed, email this application and other required documents to [HR@trpc.org](mailto:HR@trpc.org).

### APPLICATION FOR (PLEASE PRINT OR TYPE)

Title of Position:
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### APPLICANT INFORMATION

(Last)		(First)		(Middle Initial)	
Name:					
(Number, Street)		(City)		(State)	(Zip Code)
Address:					
Phone Numbers:		(Home)	(Work)	(Mobile)	(Other)
Email Address:				Driver's License No. and State of Issue	

### EMPLOYMENT ELIGIBILITY

Are you prevented from lawfully working in the United States by visa or immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)</i>
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### WORK AVAILABILITY

Will you accept? <input type="checkbox"/> Regular <input type="checkbox"/> Temporary	Will you accept? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
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### COMPUTER AND OTHER OFFICE SKILLS (List applications with which you are proficient)

Word Processing:
Spreadsheet:
Database:
Others (List):

### FOREIGN LANGUAGE SKILLS

Language: _____	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written
Language: _____	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written



**EDUCATION** -- Did you graduate from high school or receive a GED Certificate?  Yes  No

College, University, Vocational School	Major	Dates	List Degree, if any:

**LICENSES AND CERTIFICATES** (Professional or trade licenses which are related to the position.)

Description	Issued By	Expiration Date

**ESSENTIAL FUNCTIONS**

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation?  
(See attached Job Description.)  Yes  No

**PREVIOUS EMPLOYMENT/RELATIVES WITH TRPC**

Are you a current employee of TRPC?      Yes      No      Previously

Title: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

\_\_\_\_\_ List any relatives employed by TRPC:



**EMPLOYMENT HISTORY -- Beginning with your present or more recent employer**, list all positions for the last ten years and other positions relevant to the position for which you are applying. If you have held more than one (1) position for the same employer, list each separately. List any self-employment, military service, volunteer work and periods of unemployment. **APPLICATIONS WHICH SAY "SEE RESUME" MAY NOT BE ACCEPTED.**

Dates Employed: From: ____/____/____ To: ____/____/____ Total Time: _____ Final Monthly Salary: _____ No. Supervised: _____	Job Title		Employer		
	Employer Street Address		City	State	Employer Phone
	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Reason for Leaving or Considering Change				
	Job Duties:				

Dates Employed: From: ____/____/____ To: ____/____/____ Total Time: _____ Final Monthly Salary: _____ No. Supervised: _____	Job Title		Employer		
	Employer Street Address		City	State	Employer Phone
	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Reason for Leaving or Considering Change				
	Job Duties:				

Dates Employed: From: ____/____/____ To: ____/____/____ Total Time: _____ Final Monthly Salary: _____ No. Supervised: _____	Job Title		Employer		
	Employer Street Address		City	State	Employer Phone
	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Reason for Leaving or Considering Change				
	Job Duties:				

Dates Employed: From: ____/____/____ To: ____/____/____ Total Time: _____ Final Monthly Salary: _____ No. Supervised: _____	Job Title		Employer		
	Employer Street Address		City	State	Employer Phone
	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Reason for Leaving or Considering Change				
	Job Duties:				

Have you ever been known by a different name by any of these employers or educational institutions attended  Yes  No

If yes, please list: \_\_\_\_\_



**EMPLOYMENT HISTORY – Continued**

Dates Employed: From: ___ / ___ / ___ To: ___ / ___ / ___ Total Time: _____ Final Monthly Salary: _____ No. Supervised: _____	Job Title		Employer			
	Employer Street Address			City	State	Employer Phone
	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Reason for Leaving or Considering Change					
	Job Duties:					

Dates Employed: From: ___ / ___ / ___ To: ___ / ___ / ___ Total Time: _____ Final Monthly Salary: _____ No. Supervised: _____	Job Title		Employer			
	Employer Street Address			City	State	Employer Phone
	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Reason for Leaving or Considering Change					
	Job Duties:					

Dates Employed: From: ___ / ___ / ___ To: ___ / ___ / ___ Total Time: _____ Final Monthly Salary: _____ No. Supervised: _____	Job Title		Employer			
	Employer Street Address			City	State	Employer Phone
	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Reason for Leaving or Considering Change					
	Job Duties:					

Dates Employed: From: ___ / ___ / ___ To: ___ / ___ / ___ Total Time: _____ Final Monthly Salary: _____ No. Supervised: _____	Job Title		Employer			
	Employer Street Address			City	State	Employer Phone
	Hours Per Week	Supervisor's Name	If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Reason for Leaving or Considering Change					
	Job Duties:					



**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION:** I authorize Thurston Regional Planning Council (TRPC) to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, and academic institutions, and TRPC from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with TRPC.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if TRPC has not employed me and for immediate dismissal if TRPC has employed me. I also authorize TRPC to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release TRPC from any and all liability for its providing this information.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with TRPC's interest or those of its members, nor will I become engaged in such activity or business if employed.

I understand that nothing in this employment application, in TRPC policy statements or personnel guidelines, or in my communications with any TRPC official is intended to create an employment contract between TRPC and me. I also understand that TRPC has the right to modify its policies without giving me any advance notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon TRPC unless it is made in writing and signed by the Executive Director. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that TRPC retains the right to terminate my employment at any time for any reason.

**I hereby acknowledge that I have read and understand the preceding statement.**

Date: \_\_\_\_\_

**SPECIAL CONSIDERATION:** If you are selected to participate in an examination or interview and need any special accommodation in order to complete or participate in the process because of an impairment or disability, please contact our office.

*Thurston Regional Planning Council is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.*