

Southwestern Wisconsin Regional Planning Commission (SWWRPC) | Employment Application

20 S. Court Street, PO Box 262, Platteville, WI 53818 | (608) 342-1636

www.swwrpc.org | jobs@swwrpc.org

Instructions: Please complete the entire application. Failure to complete this application may result in disqualification from the employment process. Applicants must also submit a resume and three personal references.

Position Applying For: _____

Location of Job Posting: _____

Social Security Number: _____

Date of Application: _____

Contact Information

Last Name	First Name	Middle Initial
Mailing Address		
City	State	Zip
Day Phone	Evening Phone	Email Address

Will you be able to provide proof of authorization to work in the US upon hire?

Yes No

Have you ever filed an application with us before?

Yes No

Are you presently on layoff status?

Yes No

May we contact your present employer?

Yes No

Do you have a valid driver's license?

Yes No

Please list any traffic violations (other than parking tickets) and automobile accidents in the last three years:

Do you have an automobile available for work with the minimum of \$25,000 in liability insurance coverage?

Yes No

Have you been convicted of a felony within the last 7 years? A conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.

Yes No

If yes, please explain:

Have you ever been bonded?

Yes No

Have you ever been denied bond?

Yes No

Employment Experience: Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Please indicate whether the jobs have been full-time or part-time. If part-time, indicate number of hours per week.

Employer Name	Address	Phone Number
Job Description		
Reason for Leaving	Job Title	Supervisor's Name
Start Date of Employment (DD/MM/CCYY)	Beginning Rate of Pay	
	<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Month <input type="checkbox"/> Per Year	
Ending Date of Employment (DD/MM/CCYY)	Ending Rate of Pay	
	<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Month <input type="checkbox"/> Per Year	

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Ending Date of Employment (DD/MM/CCYY)	Ending Rate of Pay	
	<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Month <input type="checkbox"/> Per Year	

If you have had additional jobs, please continue on a separate sheet of paper.

Additional Information

List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability and/or other protected status.

Other Qualifications. Summarize special job-related skills and qualifications acquired from employment or other experiences.

Software and Equipment Abilities: Please check all that apply.

- Microsoft Word Microsoft Excel ArcMap ArcGIS Adobe Photoshop Adobe Illustrator Adobe InDesign Adobe Dreamweaver
 Google Sketchup SPSS PC Fax Scanner Plotter Remote Sensing

References

Name	Email	Phone Number

Notice to Applicants on Confidentiality: Under the Wisconsin Open Records Law, members of the public may request materials related to the finalists considered for this position.

Send completed application, cover letter and resume to:

jobs@swwrpc.org

All documents must be submitted digitally.

Certification: The applicant states that this application is true and complete and that SWWRPC may terminate employment because of the falsity of statements, answers or material omissions made in this employment application. The applicant authorizes SWWRPC to investigate the following information without liability:

- The above statements;
- References;
- Previous employers; and
- School records.

The applicant further understands that employment with SWWRPC is At-Will and employment can be terminated with or without cause at any time at the option of SWWRPC and/or the applicant.

Signature: _____

Date: _____

SWWRPC is fully committed to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment and where employees are treated with respect and dignity.