

SGRC Valdosta Office
327 West Savannah Avenue
Valdosta, GA 31601
Phone: (229) 333-5277
Fax: (229) 333-5312



SGRC Waycross Office
1725 South Georgia Parkway West
Waycross, GA 31503
Phone: (912)285-6097
Fax: (912) 285-6126

Southern Georgia Regional Commission
An Equal Opportunity Employer

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.

NAME: _____
(Last) (First) (Middle) (Nickname)

ADDRESS: _____
(Street) (City) (State) (Zip Code)

TELEPHONE: _____
(Home) (Cell)

Position Applied For: _____

Are you a U.S. Citizen? ___Yes ___ No Authorized alien? ___Yes ___ No

Will you accept temporary employment? ___Yes ___ No Part-time? ___Yes ___ No

If hired, on what date would you be available to start work? _____

Educational Background

Beginning with high school (or GED attainment), list all schools attended:

Name and Address of School or College	Dates Attended (from / to)	Graduated? (yes or no)	Degree (i.e., AA, BA, BBA, etc.)

Since your 18th birthday, have you been convicted of a felony? ___ Yes ___ No
(A conviction will not necessarily exempt you from consideration for employment.)

If yes, furnish details as to dates, places, nature of offenses and penalties:

Do you have a current driver's license?	Which state?	Driver's License #	Expiration Date

Have you had any traffic violations in the past 3 years? ___ Yes ___ No

If yes, indicate types of offenses and dates: _____

References

Include an employer and a character reference that we may contact:

Name and Occupation	Relation to Applicant	Address	Phone Number
1.			
2.			
3.			

May we contact your present employer? ___ Yes ___ No

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

Additional Information

List any special qualifications and skills (e.g., licenses, certifications, skills with machines or office equipment, public speaking, memberships in professional or scientific societies):

Computer Skills. List knowledge of software programs and operating systems, along with any other computer-related skills: _____

Employment History

Please list your work experience. Add extra sheets if necessary. Start with your present or most recent position and work backwards.

1. Dates: From _____ To _____ Organization: _____

Address: _____ Telephone: _____

Your Last Title: _____ Salary: _____

Duties of your last position with this organization: _____

Other positions held with this organization: _____

Reason for leaving: _____

Your last Supervisor's name and title: _____

2. Dates: From _____ To _____ Organization: _____

Address: _____ Telephone: _____

Your Last Title: _____ Salary: _____

Duties of your last position with this organization: _____

Other positions held with this organization: _____

Reason for leaving: _____

Your last Supervisor's name and title: _____

3. Dates: From _____ To _____ Organization: _____

Address: _____ Telephone: _____

Your Last Title: _____ Salary: _____

Duties of your last position with this organization: _____

Other positions held with this organization: _____

Reason for leaving: _____

Your last Supervisor's name and title: _____

4. Dates: From _____ To _____ Organization: _____

Address: _____ Telephone: _____

Your Last Title: _____ Salary: _____

Duties of your last position with this organization: _____

Other positions held with this organization: _____

Reason for leaving: _____

Your last Supervisor's name and title: _____

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 perspective 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 of Applicant

Date