



INTERNAL USE ONLY

Date Received: _____

Application Complete: Yes No

EMPLOYMENT APPLICATION

An Incomplete Application May Delay Action or Not Be Accepted. If you require an accommodation to participate in this recruitment and to complete this application form, please notify CDTC staff for assistance, prior to any closing date advertised in the notice for position.

Position Desired: _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Mailing Address: _____
Street or Box City State Zip

Phone Number: _____
Home Mobile Work

Have you ever enrolled in the Washington Public Employees Retirement System? Yes No
If "Yes" and you become employed by CDTC, you will be required to fill out a PERS Eligibility Worksheet prior to employment (RCW 41.50.130).

Have you been convicted of a crime or released from prison within the last (7) years? Yes No
If "Yes," provide additional documentation of the date, court, offense and sentence for each conviction. A prior criminal conviction will not necessarily bar an applicant from employment.

Do you have a valid driver's license? Yes No State _____ License No. _____

EDUCATION

Have you graduated from high school or received a GED? Yes No

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Professional Licenses or Certifications:
(include certifying entity and expiration date)

SPECIAL SKILLS AND QUALIFICATIONS

Foreign Language _____ Reading: Good Fair
Writing: Good Fair
Speaking: Good Fair

Desktop Computing: Word Processing - Yes No Years of Experience ____
Spreadsheets and Databases - Yes No Years of Experience ____
Desktop Publishing - Yes No Years of Experience ____
Programming - Yes No Years of Experience ____
Travel Demand Modeling - Yes No Years of Experience ____
Traffic Microsimulation - Yes No Years of Experience ____
Geographic Information Systems - Yes No Years of Experience ____

List any other skills, abilities or experience that may be relevant to this position:

Anything special you would like us to know?

EMPLOYMENT HISTORY

List all jobs you have held during the past 10 years. Begin with your current or most recent job. List any periods of unemployment or education. If needed, you may copy this page for additional space. Complete this form even if submitting a resume.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

THREE PROFESSIONAL REFERENCES

Full Name: _____ Relationship: _____

Company: _____

Current Phone: _____ Current Email: _____

Full Name: _____ Relationship: _____

Company: _____

Current Phone: _____ Current Email: _____

Full Name: _____ Relationship: _____

Company: _____

Current Phone: _____ Current Email: _____

EMPLOYMENT CONDITIONS

PROOF OF RIGHT TO WORK REQUIRED. You must provide documentation of either your United States citizenship or your legal right to work in the United States within three (3) days after being employed.

PHOTOGRAPH IDENTIFICATION NECESSARY. You must submit a copy of an official federal or state photograph identification card with this application. Examples of such identification are: driver’s license, state identification card, passport, and military identification. Examination of the original document is required prior to any offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT. Chelan-Douglas Transportation Council (CDTC) is an Equal Opportunity Employer. CDTC does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

CERTIFICATION, AUTHORIZATION AND AGREEMENT

I hereby certify that all statements made in this application are complete and true, to the best of my knowledge. I understand and agree that any false or misleading statement shall be considered sufficient cause for employment disqualification or discharge from employment.

I authorize my current and former employer(s) to provide CDTC all available information regarding my current and former employment. I authorize all schools, colleges and universities that I have attended to provide CDTC all available information regarding my education. I understand that such information may or may not be favorable. I hereby release my current and former employer(s), the educational institutions I have attended, the references I have listed, and CDTC, and their employees, from any and all claims, liability and damages resulting from the release of information to CDTC.

I understand that, as a condition of employment, I must provide documentation to CDTC within three (3) days after my employment to prove United States citizenship or the right to work in the United States.

I authorize CDTC to investigate any of the information in this application. If driving a motor vehicle is an essential function of the position applied for, then I authorize CDTC to review all driving record information available through the Department of Licensing.

Date: _____ Applicant's Signature: _____