



Stanislaus Council of Governments (StanCOG)

AN EQUAL OPPORTUNITY EMPLOYER

Instructions:

- 1) Please answer ALL questions.
2) Please PRINT: Use ink or type.
3) A Separate application for each position is required.

Position Applying For:

PERSONAL INFORMATION

Name: _____ Home Phone: _____
(Last) (First) (Middle)
Address: _____ Office Phone: _____
(Street Address or P.O. Box)
City/State/Zip: _____ Cell Phone: _____

EDUCATION: Please be complete to allow an accurate appraisal of your qualifications.

Do you have a High School Diploma? [] Yes [] No GED Certificate? [] Yes
Name and Location of Colleges or Universities attended: Degree/Certificate Units
Major:
Major:
Major:
Vocation, business, trade, or correspondence schools:
Field/Subject:
Field/Subject:

Language spoken other than English: _____ [] Written [] Spoken [] Fluent [] Good

Do you possess any of the following licenses if needed for a specific job?
[] Valid CA Driver's License No. _____
[] Other License/Certificates _____

List any relatives employed by StanCOG
Name & Title: _____
Name & Title: _____
Name & Title: _____

Check each type of work you will accept: [] Permanent [] Temporary [] Part-Time

If hired can you provide the necessary documents to verify that you are authorized to work in the US? [] Yes [] No

Experience (Paid and volunteer)

It is very important that you present an accurate picture of how your experience qualifies you for employment. Starting with your most recent position, list **ALL** experience. Use additional sheets if necessary. Your qualifications will be initially determined based on this application. Resumes will not be accepted in lieu of a completed application. Please be complete and specific to avoid disqualification.

Name of Employer: _____	Position Held: _____ _____						
Address: _____ City/State/Zip: _____ Supervisor Name: _____ Supervisor Phone Number: _____	<table border="1"><tr><td data-bbox="894 420 1169 525">From: _____ Mo. Yr.</td><td data-bbox="1169 420 1339 525"></td><td data-bbox="1339 420 1534 525"><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time</td></tr><tr><td data-bbox="894 525 1169 646">To: _____ Mo. Yr.</td><td data-bbox="1169 525 1339 646"></td><td data-bbox="1339 525 1534 646">Hours per week: _____</td></tr></table>	From: _____ Mo. Yr.		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	To: _____ Mo. Yr.		Hours per week: _____
From: _____ Mo. Yr.		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time					
To: _____ Mo. Yr.		Hours per week: _____					
Duties: _____ _____ _____	Reason for Leaving: _____ _____ _____						
Name of Employer: _____	Position Held: _____ _____						
Address: _____ City/State/Zip: _____ Supervisor Name: _____ Supervisor Phone Number: _____	<table border="1"><tr><td data-bbox="894 966 1169 1071">From: _____ Mo. Yr.</td><td data-bbox="1169 966 1339 1071"></td><td data-bbox="1339 966 1534 1071"><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time</td></tr><tr><td data-bbox="894 1071 1169 1197">To: _____ Mo. Yr.</td><td data-bbox="1169 1071 1339 1197"></td><td data-bbox="1339 1071 1534 1197">Hours per week: _____</td></tr></table>	From: _____ Mo. Yr.		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	To: _____ Mo. Yr.		Hours per week: _____
From: _____ Mo. Yr.		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time					
To: _____ Mo. Yr.		Hours per week: _____					
Duties: _____ _____ _____	Reason for Leaving: _____ _____ _____						
Name of Employer: _____	Position Held: _____ _____						
Address: _____ City/State/Zip: _____ Supervisor Name: _____ Supervisor Phone Number: _____	<table border="1"><tr><td data-bbox="894 1512 1169 1617">From: _____ Mo. Yr.</td><td data-bbox="1169 1512 1339 1617"></td><td data-bbox="1339 1512 1534 1617"><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time</td></tr><tr><td data-bbox="894 1617 1169 1743">To: _____ Mo. Yr.</td><td data-bbox="1169 1617 1339 1743"></td><td data-bbox="1339 1617 1534 1743">Hours per week: _____</td></tr></table>	From: _____ Mo. Yr.		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	To: _____ Mo. Yr.		Hours per week: _____
From: _____ Mo. Yr.		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time					
To: _____ Mo. Yr.		Hours per week: _____					
Duties: _____ _____ _____	Reason for Leaving: _____ _____ _____						

Name of Employer: _____	Position Held: _____									
Address: _____ City/State/Zip: _____ Supervisor Name: _____ Supervisor Phone Number: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">From: _____ Mo. Yr.</td> <td style="width: 30%;"></td> <td style="width: 40%; padding: 5px;"><input type="checkbox"/> Full Time</td> </tr> <tr> <td style="padding: 5px;">To: _____ Mo. Yr.</td> <td></td> <td style="padding: 5px;"><input type="checkbox"/> Part Time</td> </tr> <tr> <td colspan="2"></td> <td style="padding: 5px;">Hours per week: _____</td> </tr> </table>	From: _____ Mo. Yr.		<input type="checkbox"/> Full Time	To: _____ Mo. Yr.		<input type="checkbox"/> Part Time			Hours per week: _____
From: _____ Mo. Yr.		<input type="checkbox"/> Full Time								
To: _____ Mo. Yr.		<input type="checkbox"/> Part Time								
		Hours per week: _____								
Duties: _____ _____ _____	Reason for Leaving: _____ _____ _____									

Name of Employer: _____	Position Held: _____									
Address: _____ City/State/Zip: _____ Supervisor Name: _____ Supervisor Phone Number: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">From: _____ Mo. Yr.</td> <td style="width: 30%;"></td> <td style="width: 40%; padding: 5px;"><input type="checkbox"/> Full Time</td> </tr> <tr> <td style="padding: 5px;">To: _____ Mo. Yr.</td> <td></td> <td style="padding: 5px;"><input type="checkbox"/> Part Time</td> </tr> <tr> <td colspan="2"></td> <td style="padding: 5px;">Hours per week: _____</td> </tr> </table>	From: _____ Mo. Yr.		<input type="checkbox"/> Full Time	To: _____ Mo. Yr.		<input type="checkbox"/> Part Time			Hours per week: _____
From: _____ Mo. Yr.		<input type="checkbox"/> Full Time								
To: _____ Mo. Yr.		<input type="checkbox"/> Part Time								
		Hours per week: _____								
Duties: _____ _____ _____	Reason for Leaving: _____ _____ _____									

Use this section to add any job-related information to aid in considering your qualifications.

Application Certification: PLEASE READ BEFORE SIGNING.

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that statements made are subject to verification and that any misrepresentation, fraud, or omission of material facts may result in denial for StanCOG employment or used for disciplinary action, including dismissal, after employment.

I hereby authorize representatives of StanCOG to contact (unless otherwise noted in the above section), organizations (including employers and schools) and individuals listed for the purpose of establishing or verifying my qualifications and work habits in connection with this application for StanCOG employment. I understand and acknowledge that such information will be used confidentially and for the purpose of employment decisions only. It will not become part of my personnel records once I am employed and will not be available for review by me.

Signature of Applicant *(Please type signature if submitting electronically)*

Date

StanCOG Affirmative Action Question

Government Code Section 1233 grants us permission to gather information on the ethnic backgrounds of applicants for employment or incumbent employees.

Please complete this form and submit it with your application. The form will be detached from your application. It will be kept separate and confidential. We are gathering the information to evaluate the effectiveness of the devices which StanCOG uses to recruit and promote applicants.

It will be used strictly for recordkeeping for statistical and analytical purposes only and will not affect your job application and/or the determination regarding your qualifications for any position.

Date

POSITION APPLIED FOR: _____

How did you first learn of this job opening? _____

Sex: Female Male

Disability: No Yes

If "yes", please specify

ETHNIC CATEGORY:

I consider myself to be a member of the following ethnic group (Check One):

- | | |
|--|--|
| <input type="checkbox"/> "White" | Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. |
| <input type="checkbox"/> "Black" | (Not of Hispanic origin) Persons of Black African ancestry. |
| <input type="checkbox"/> "Hispanic" | Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race. |
| <input type="checkbox"/> "Asian or Pacific Islanders" | Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Subcontinent or the Pacific Islands. This area includes for example: China, Japan, Korea, India, Pakistan, the Philippine Islands, and Samoa. |
| <input type="checkbox"/> "American Indian or Alaskan Native" | Persons having origins in any of the original peoples of North America. |

**STANCOG IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO AFFIRMATIVE ACTION
EQUAL EMPLOYMENT OPPORTUNITY**

Equal employment opportunity is an important StanCOG policy. It means that applicants and employees are considered only on basis of their qualifications and potential regardless of race, ancestry, color, national origin, religion, physical or mental disability (includes persons with AIDS or those with a record of or regarded as having a substantially limiting impairment, or medical condition (Cancer related), pregnancy related condition, marital status, sex, sexual orientation, age or political affiliation or belief. In recognition of this responsibility to guarantee equal employment opportunity, StanCOG participates in a positive program of affirmative actions which aims at: removing artificial barriers to the employment of women and minority group members, improving the ratio of women and minority group members at all levels of employment so that it approximates corresponding percentages in the local labor market, and instituting a continuing program for training and promoting employees.

StanCOG's Affirmative Action Program is aimed at guaranteeing that all people will work under equal employment opportunity conditions. The program includes procedures for applicant grievances. For more information, contact StanCOG's Equal Rights Officer.
