

CAPITAL AREA COUNCIL OF GOVERNMENTS -- An Equal Opportunity/Affirmative Action Employer
 6800 Burluson Rd., Bldg. 310, Ste. 165, Austin, Texas 78744
 V: 512.916.6000 F: 512.916.6001

Please print neatly in ink or complete application in Adobe Reader. If you require additional space to answer a question, attach letter size sheets to form. Enter information in all fields or N/A (not applicable) if appropriate. If you need assistance in completing this application or during any phase of the application, interview, or employment process, please notify the contact person for the position or the HR Coordinator and every reasonable effort will be made to accommodate your needs in a timely manner. Additional testing of job-related skills may be required prior to offer of employment. Accommodation is reasonable if it does not impose an undue hardship to CAPCOG and does not create a direct threat to the health and safety of yourself or others. **An incomplete application will nullify your application for employment at the Capital Area Council of Governments.**

PERSONAL DATA

Last Name First Name Middle Initial

Street, RFD, or PO Box

City State Zip Code

Email Address Phone Number

Position Applied for

When can you report for work?

Check each type of work you will accept: Regular: Full-time Part-time Temporary: Full-time Part-time

Have you completed an application for CAPCOG previously? Date (YYYY-MM-DD)

Have you previously been employed by CAPCOG? Date (YYYY-MM-DD)

Are you or your spouse related to a governing body member or CAPCOG employee?

Minimum acceptable salary per year:

EDUCATION AND TRAINING

Schools Attended	Location of Schools	Degree / Field	Degree Received
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SKILLS: Do you have skills in any of the following areas?

Personal Computer Multi-line Telephone Copier

Computer Software/Hardware (specify)

List certifications; training; other skills; other machines; processes.

EMPLOYMENT EXPERIENCE: List all positions held. Start with your current or most recent assignment and work backward. If there are more employers than space provided, please indicate them on an attached sheet. All employers, except current employer if so limited before offer, may be contacted for reference information before an offer is made. All employers may be contacted after an offer is made.

Can an inquiry be made of current employer before an offer is given? Yes No

CURRENT EMPLOYER

Employer	<input type="text"/>	Dates: From	<input type="text"/>	To:	<input type="text"/>
Address	<input type="text"/>	Job Duties			
Job Title:	<input type="text"/>				
Supervisor	<input type="text"/>				
Reason for Leaving	<input type="text"/>	Starting Salary	<input type="text"/>	Ending Salary	<input type="text"/>

PREVIOUS EMPLOYERS

Employer	<input type="text"/>	Dates: From	<input type="text"/>	To:	<input type="text"/>
Address	<input type="text"/>	Job Duties			
Job Title:	<input type="text"/>				
Supervisor	<input type="text"/>				
Reason for Leaving	<input type="text"/>	Starting Salary	<input type="text"/>	Ending Salary	<input type="text"/>

Employer	<input type="text"/>	Dates: From	<input type="text"/>	To:	<input type="text"/>
Address	<input type="text"/>	Job Duties			
Job Title:	<input type="text"/>				
Supervisor	<input type="text"/>				
Reason for Leaving	<input type="text"/>	Starting Salary	<input type="text"/>	Ending Salary	<input type="text"/>

Employer	<input type="text"/>	Dates: From	<input type="text"/>	To:	<input type="text"/>
Address	<input type="text"/>	Job Duties			
Job Title:	<input type="text"/>				
Supervisor	<input type="text"/>				
Reason for Leaving	<input type="text"/>	Starting Salary	<input type="text"/>	Ending Salary	<input type="text"/>

ADDITIONAL INFORMATION

Have you ever been convicted of a crime or been subject of deferred adjudication? Yes No

If yes, please explain on an attached sheet. You may omit convictions for minor traffic violations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of conviction, and the relevance of the crime to this position will be considered.

Do you have a current driver's license? Yes No Not Applicable to Job Description

I learned of the position through:

Newspaper Professional Publication/Website Texas Workforce Craig's List CAPCOG Website

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION/RELATIONSHIP

CERTIFICATION

- I certify that all the information I provided in connection with this application, whether provided on this document or not, is true, complete, and correct to the best of my knowledge. I understand that the information will be used to evaluate my application for employment, and that if I knowingly supply incorrect, incomplete, or misleading information on the application or during the interview process I will not be hired or, if hired, that I will be subject to immediate dismissal.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S. within three (3) business days of hire.
- I acknowledge I have read a Job Description for each position for which I have applied. Yes No
 - Do you understand the requirements written in the description(s)? Yes No
 - Can you perform the essential requirements of this job with or without reasonable accommodation? Yes No
- I authorize each of my former employers named in this application, except my current employer until after an offer is made if so limited on this application, to furnish CAPCOG with all of my employment records and any other work related information regarding my qualifications and fitness for the specified position. I also authorize CAPCOG to inquire into all statements I have made on this application. I release all such parties from all liability from any damages that may result from furnishing such information to CAPCOG. A photocopy or facsimile of this authorization is as valid as the original.
- I understand that if hired I consent to the search, retrieval, and disclosure at any time by the Executive Director, or person assigned by the Executive Director, of the CAPCOG electronic communications equipment I use in accordance with CAPCOG Personnel Policies.
- I understand that if hired I will be employed at-will by CAPCOG, within the provisions of state and federal law regarding public employment, and that I may be dismissed from CAPCOG employment at any time, with or without notice, for any reason or no reason. I understand this application does not constitute a contract of employment.

Signature

Date

CAPCOG

Applicant EEO Reporting Form

Capital Area Council of Governments (CAPCOG) is required to maintain certain governmental recordkeeping and reporting requirements for the administration of grants. In order to comply with these requirements, CAPCOG invites applicants to voluntarily, self-identify their race or ethnicity, gender, and veteran status. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment in consideration of employment. The information obtained will be separated from the application before the application is sent to the hiring supervisors. The information will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for grant administration. When reported, data will not identify any specific individual. Information provided is kept separate from individual personnel files and is not used in the determination of salary, promotion/demotion, employment, or termination.

Please check all boxes that apply.

- Hispanic or Latino** -- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
- White (Not Hispanic or Latino)** -- A person having origins in any of the original people of Europe, North Africa, or the Middle East
- Black or African American (Not Hispanic or Latino)** -- A person having origins in any of the black racial groups of Africa
- Asian** -- A person having origins in any of the original peoples of the Far east, Southeast Asia, or the Indian Subcontinent. This area includes, for example, China, Japan, Korea, Cambodia, the Philippine Islands, and Vietnam
- Native Hawaiian or Pacific Islander** -- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands
- American Indian or Alaska Native (Not Hispanic or Latino)** -- A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community attachment

Gender: Female Male

Veteran of any division of the U.S. armed services: Yes No

Print Name

Date