



Dear Applicant for Employment:

Thank you for submitting an application for the current job opening. It is the West Central Texas Council of Governments (WCTCOG) desire to attract, employ, and retain the best persons possible for our staff.

All applications for employment must be made on our Application for Employment form. Please fill out the application carefully and completely. Neatness is important. All information is subject to verification. A false or misleading response will result in disqualification. Applications will be reviewed and scored using standard scoring instruments. From this scoring process, the best qualified applicants will be contacted and interviewed. Background checks, drug and alcohol testing, and/or other forms of testing may be conducted during the pre-employment process as required by the Department Director or grant funding source.

This process was established to ensure that each applicant is accorded an equal opportunity for consideration. All applicants will be notified of the outcome of the application process if an email address is provided.

Although it is the WCTCOG's desire to fill the position in a timely manner, no specific timetable exists for the completion of the above process.

Again, let me express our appreciation to you for taking an interest in employment with us. This process of thorough consideration helps ensure that the WCTCOG continues to provide rewarding opportunities for highly qualified people.

Sincerely,



Joe Rogers
Executive Director

WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS
3702 Loop 322 – Abilene, TX 79602
(325) 672-8544

Application for Employment

Applicant Information

Full Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Position Advertised: _____ Date Available: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Do you or your spouse have any relatives working for or serving as an officer of the WCTCOG? YES NO
If yes, explain: _____

Have you ever been convicted of a felony? YES NO
If yes, explain: _____

Have you been fired or asked to resign? YES NO
If yes, explain: _____

No employee of the WCTCOG shall have any financial interest in the profits of any contract, service or other work performed by or for the WCTCOG, nor shall personally profit directly or indirectly from any contract, purchase, sale, or service between the WCTCOG and any person or company. Is there any present or potential conflict of interest between you and any member of your family and the WCTCOG's operations? YES NO
If yes, explain: _____

Education

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: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____

Duties, Responsibilities, and Accomplishments:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____

Duties, Responsibilities, and Accomplishments:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____

Duties, Responsibilities, and Accomplishments:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Additional Information

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____