



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,

Kelly D. Cheek, M.S.  
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: \_\_\_\_\_

## References

Please list three professional references.

Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	

## Employment History

Start with your present or most recent job. Include Military Service.  
Use additional employment sheets if necessary. If there is no former employer, write "NONE".

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

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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  
        

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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: \_\_\_\_\_