

## PLANNING & DEVELOPMENT DISTRICT III

### APPLICATION FOR EMPLOYMENT

(Please attach a Resume)

---

Application, resume and other materials may be submitted electronically or via mail.

---

Last Name	First Name	Middle
-----------	------------	--------

---

Address	City	State	Zip Code	Phone No.
---------	------	-------	----------	-----------

**Position(s) Applied For:**

---

### Recent Employment History

---

Begin with current or last job. Include military service assignments. If you include volunteer activities, you may exclude organizations that indicate race, color, religion, national origin, disability, or other protected status.

---

<b>1</b>	Employer	Dates	
		From	To
	Address		
	Telephone No.	Hourly Rate/Salary	
		Starting	Current/Final
	Job Title	Supervisor	
	Duties or Responsibilities		

<b>2</b>	Employer	Dates	
		From	To
	Address		
	Telephone No.	Hourly Rate/Salary	
		Starting	Current/Final
	Job Title	Supervisor	
	Duties or Responsibilities		

*IF YOU NEED ADDITIONAL SPACE, PLEASE PROVIDE AN ATTACHMENT*

<b>3</b>	Employer		Dates	
			From	To
Address				
Telephone No.		Hourly Rate/Salary		
		Starting	Current/Final	
Job Title	Supervisor			
Duties or Responsibilities				

<b>4</b>	Employer		Dates	
			From	To
Address				
Telephone No.		Hourly Rate/Salary		
		Starting	Current/Final	
Job Title	Supervisor			
Duties or Responsibilities				

<b>5</b>	Employer		Dates	
			From	To
Address				
Telephone No.		Hourly Rate/Salary		
		Starting	Current/Final	
Job Title	Supervisor			
Duties or Responsibilities				

<b>6</b>	Employer		Dates	
			From	To
Address				
Telephone No.		Hourly Rate/Salary		
		Starting	Current/Final	
Job Title	Supervisor			
Duties or Responsibilities				

IF YOU NEED ADDITIONAL SPACE, PLEASE PROVIDE AN ATTACHMENT

### Education

	Community/Technical School	College/University	Graduate School
School Name			
Location			
Years Completed	1 2	1 2 3 4	1 2 3 4
Diploma/Degree			
Major/Minor			

### Training

Specialized training that applies to the open position	
--	--

### Personal

Do you have a relative or friend employed with us? Yes  No   
 If yes, who? \_\_\_\_\_

May we contact your present employer? Yes  No

Have you ever been convicted of a felony? Yes  No   
 If yes, please explain? *Conviction will not necessarily disqualify you from employment.*

Do you have a valid drivers license? Yes  No

Have you ever been convicted of driving under the influence? Yes  No   
 If yes, please explain? *Conviction will not necessarily disqualify you from employment.*

*Your driving record is subject to review prior to employment*

Are you legally eligible to be employed in the United States? Yes  No   
 (Proof must be provided: Visa, Green Card, Social Security Card, and Drivers License)

## Availability

---

---

Are you available for full time work? Yes  No

Are you available for travel? Yes  No

Are you available for work that requires overnight stays? Yes  No

On what date would you be available for work? \_\_\_\_\_

## References Other than Previous Employers or Relatives

---

---

***Providing this information means that you give this organization permission to contact the references listed.***

Name	Address	Telephone No.
------	---------	---------------

Name	Address	Telephone No.
------	---------	---------------

Name	Address	Telephone No.
------	---------	---------------

### APPLICANT'S ACKNOWLEDGMENT

I understand that employment at Planning and Development District III is employment-at-will. The employment relationship may be ended by Planning and Development District III or me, with or without cause, at any time, for any reason, with or without notice.

This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application. The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by the employer and employee.

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

---

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

This document, resume and other material may be submitted electronically to [districtiii@districtiii.org](mailto:districtiii@districtiii.org) or printed and mailed to:

Planning & Development District III  
PO Box 687  
Yankton, SD 57078

Planning and Development District III is an Equal Opportunity Employer