

EMPLOYMENT WITH THE BAY-LAKE REGIONAL PLANNING COMMISSION

(Please Read Prior to Completing the Application Form)

Employment with the Bay-Lake Regional Planning Commission is based on the merit principle. This means that hiring decisions are made through an objective process of evaluating candidates' qualifications. Although our employment process is structured, *all* applications receive careful consideration by the staff of the Commission. We appreciate your interest in employment with the Bay-Lake Regional Planning Commission and will be happy to assist you with your application and answer any questions you may have.

The employment process begins with an announcement for a recruitment. Vacancy announcements are posted on the Commission website, with the Wisconsin Job Service, and are placed on various job posting-related websites. An announcement will describe the job duties, essential functions, required education and experience, and application procedures. Minimum requirements must be met in order for an application to be considered, and transcripts, diplomas, licenses or other documentation may be required. The Commission reserves the right to notify and consider existing staff for any available position prior to any advertising activity.

Each applicant must complete an employment application and submit it with any additional required documentation. Any arrangements for exception to this policy must be made by contacting the Commission. Applications become a part of the record of each recruitment and examination. As such, they cannot be kept "on file" for future consideration for other jobs.

Review of applications is the first step in screening applicants for a job. When filling out an application, please provide us with sufficient information about your education, experience, and other pertinent data necessary to demonstrate that you meet the announced minimum requirements. The section pertaining to previous employment experience is extremely important. You must provide the name and address of your previous employers, dates worked, and specific job duties of each position. **A resume should also be submitted but will not be substituted for the employment application.**

The selection process includes an evaluation of training and experience, a written test, performance test, structured interview, or a combination of these. Successful completion of each step may be required in order to participate in succeeding steps. Reasonable accommodation in the selection process will be made for persons with disabilities. The final hiring decision is made by the Executive Director.



Providing cooperative planning and funding solutions to foster healthy and thriving communities within the region.

EMPLOYMENT APPLICATION

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
****PRIOR TO FILLING OUT FORM, PLEASE SAVE APPLICATION TO YOUR COMPUTER****

PERSONAL INFORMATION

Date: _____

Position applying for: _____ Date you would be available to start: _____

Have you ever applied to the Commission before? Yes No

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone: Day _____ Evening _____ Email: _____

Are you 18 years or older? Yes ☐ No ☐

Are you a U.S. citizen or otherwise currently authorized to obtain lawful employment in this country?
Yes ☐ No ☐

EDUCATION AND TRAINING

Do you have a High School Diploma or GED? Yes ☐ No ☐

PLEASE LIST BELOW ALL EDUCATION BEYOND HIGH SCHOOL

School Name and Location	Dates		Major	Credits		Degree/Year Received	
	From:	To:		Sem.	Qtr.		

Describe any other training you consider relevant to the position for which you are applying:

List any other relevant skills you have or equipment you can operate:

WORK EXPERIENCE/FORMER EMPLOYERS

Provide complete information. Be specific. Start with your current or most recent job. Include self-employment and military service. For part-time work, show the average number of hours per month. Show any changes in job title for the same employer as a separate position.

Are you employed now? Yes ☐ No ☐

If so, may we inquire of your present employer? Yes ☐ No ☐

Company Name	Position Title	From (Month/Year)	To (Month/Year)
Company Address & Phone	Name & Title of Supervisor	Hours Worked per Week	
	Salary \$	Reason for Leaving	
Description of Duties:			

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This sheet is for you to use when additional space is required for prior employment information.

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REFERENCES (Persons not related to you):

NAME	ADDRESS	PHONE #	BUSINESS	YEARS KNOWN

The job may require the use of a motor vehicle, do you have a valid driver's license?

Yes ☐ No ☐

Have you ever pleaded guilty to or been convicted of a felony?

Yes ☐ No ☐

If yes, provide further information as to the offense(s), date, location of court, and so forth. If the job you are applying for requires you to operate a motor vehicle, include traffic convictions. (We will consider your record only as it may substantially relate to the job for which you are applying.)

YOUR APPLICATION WILL NOT BE PROCESSED UNLESS YOU HAVE READ AND SIGNED THE AUTHORIZATION, RELEASE, AND CERTIFICATION ON PAGE 5.

AUTHORIZATION, RELEASE, AND CERTIFICATION

I certify that all information on this application is true, complete, and correct to the best of my knowledge. I understand that any false or misleading statements by me, or material omissions of information requested of me, may result in rejection of my application or, if employed, my immediate dismissal.

I hereby give permission to the employer to seek to verify and supplement the information set forth in the application. I release from all liability or legal claims every person seeking or providing information, whether oral or written. A photocopy of this release shall be as valid as the original, and may be relied upon by all persons providing information.

I understand that employment with this employer is not contractual and is at-will. I understand and agree that, if hired, I may voluntarily leave employment at any time, and may be terminated at any time without prior notice for any reason, or for no reason. I understand that any oral or written statements which I may claim to have been made to me now or in the future inconsistent with the provisions of this paragraph are expressly disavowed and revoked by the company, and should not be relied upon by me as an applicant for employment or as an employee if hired.

I understand this application will be considered inactive after 60 days.

I certify that I have read (or have had read to me) and understand this authorization, release, and certification.

☐ **I agree to the above statement**

Dated: _____

Applicant's Name (Print or Type) _____

Applicant's Signature _____
(will be required later if submitting electronically)

POSITION APPLIED FOR: _____

BAY-LAKE REGIONAL PLANNING COMMISSION
Application Supplement

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The Bay-Lake Regional Planning Commission is an EEO/AA Employer. To assist us in evaluating our Affirmative Action activities we request that you provide the following information. **Providing this information is voluntary and will not be used unlawfully in making employment decisions.**

Race or ethnic category (check one):

- ☐ White (not Hispanic). Includes European, North African, or Middle Eastern origin.
- ☐ African American (not Hispanic).
- ☐ Hispanic (regardless of race).
- ☐ Asian or Pacific Islander.
- ☐ Native American (American Indian or Alaskan Native).

Gender (check one):

- ☐ Male
- ☐ Female

Instructions for electronic submission:

1. Double-check that you have all application materials, including supplemental material (if applicable). If there is supplemental material for a position, it will follow this page.
2. Make sure that you have checked the box next to "I agree to the above statement" above the signature line on page 5. If we receive your application without this box checked, it will be considered incomplete and cannot be accepted.
3. The saved application on your computer should include your last name in the file name (e.g. Smith.doc).
4. Send the application and resume, as email attachments, to BLRPCadmin@baylakerpc.org.
5. If mailing the application, please send it to:

Bay-Lake Regional Planning Commission
425 S. Adams Street, Suite 201
Green Bay, WI 54301
Phone: (920) 448-2820
Fax: (920) 448-2823