

Harris County Chamber of Commerce

APPLICATION FOR EMPLOYMENT

The Harris County Chamber of Commerce is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Sought: **PRESIDENT & CEO – HARRIS COUNTY CHAMBER OF COMMERCE**

Date Available _____ Salary Desired _____

Daytime Phone Number _____ Are you over 18 years old? ___ Yes ___ No

Are you legally eligible for employment in the United States? _____ Yes _____ No
(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of Yrs. Completed (circle one) **1 2 3 4**

Diploma: ___ Yes ___ No **G.E.D.** ___ Yes ___ No

School(s) _____ **City/State** _____

College and/or Vocational School:

Number of Years Completed (circle one) **1 2 3 4**

School(s) _____ **City/State** _____

Major _____ **Degrees Earned** _____

Other Training or Degrees:

School(s) _____ **City/State** _____

Course _____ **Degree or Certificate Earned** _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held

State of Georgia License Number

License Expiration Date

Other Professional Memberships

(You need not disclose memberships in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

**This application for employment is good for 60 days only.
Consideration for employment after 60 days may require a new application.**

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than minor traffic offence?
____ Yes ____ No

If yes, explain: _____
(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer? ____ Yes ____ No

If any employment was under a different name, indicate name _____

Employer _____ **Address** _____

Telephone _____ **Position** _____

Dates of employment: From _____ **To** _____
Mo/Yr Mo/Yr

Salary _____ **Supervisor** _____ **Department** _____

Duties _____ **FT** ____ **PT** ____ **No. of Hrs.** _____

Reason for Leaving

Employer _____ **Address** _____

Telephone _____ **Position** _____

Dates of employment: From _____ **To** _____
Mo/Yr Mo/Yr

Salary _____ **Supervisor** _____ **Department** _____

Duties _____ **FT** ____ **PT** ____ **No. of Hrs.** _____

Reason for Leaving

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Please explain any gaps in work history:

Have you ever been discharged or asked to resign from a job? ____ Yes ____ No

If yes explain:

REFERENCES:

Attach at least two professional and two personal references, including name, address, phone, etc.

APPLICANT’S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Harris County Chamber of Commerce to verify their accuracy and to obtain reference information on my work performance. I hereby release Harris County Chamber of Commerce from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I fully understand that **neither** the policies, rules and regulations of employment **nor anything said** during the interview process shall be deemed to constitute the terms of an implied employment contact. I understand that any employment offered is for an indefinite duration and at will, and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____

It is expected that all applicants will submit and attach a cover letter along with a resume and/or vita to this application.

Send to:

search@harriscountychamber.org

or

**Harris County Chamber of Commerce
P. O. Box 426
Hamilton, GA 31811**