



West Central Texas Council of Governments

3702 Loop 322
Abilene, TX 79602
(325) 672-8544

Dear Applicant for Employment:

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

The process to be followed in the course of making a selection involves several steps:

Written applications will be received through the specified application closing date or until an adequate pool of qualified applicants is developed.

Written applications will be reviewed carefully and scored, using standard scoring instruments, by persons within or outside the departmental area under which the position falls; from this scoring process, the best qualified applicants will be contacted and initial interviews scheduled.

Initial interviews will be held and appropriate tests, if any, administered.

One or more applicants may be contacted for scheduling of a second interview.

The successful candidate will be selected and that person will be notified in writing and asked to respond in writing to a job offer.

This process was established to ensure that each applicant is accorded an equal opportunity for consideration. Regardless of the outcome of the process, all applicants will be notified in writing as to the outcome of the application process.

Although it is 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 appreciation to you for taking an interest in WCTCOG. This process of careful consideration helps ensure that WCTCOG continues to provide rewarding opportunities for highly qualified people.

Sincerely,

Tom K. Smith

Tom K. Smith, Executive Director
West Central Texas Council of Governments

8. Work Experience: Start with your present or most recent job. Include Military Service! Use additional employment experience sheets if necessary.

May inquiry be made of your present employer regarding your character, qualifications and record of employment? Yes No

Please leave no blanks in Work Experience. If there is no former employer, write "NONE".

Present Employer's Name and Address: _____

Type of Business _____
Dates Employed _____ to _____ Your Title _____
Supervisor's Name _____
Reason for Leaving _____

Description of Duties, Responsibilities and Accomplishments:

Former Employer's Name and Address: _____

Type of Business _____
Dates Employed _____ to _____ Your Title _____
Supervisor's Name _____
Reason for Leaving _____

Description of Duties, Responsibilities and Accomplishments:

Former Employer's Name and Address: _____

Type of Business _____

Dates Employed _____ to _____ Your Title _____

Supervisor's Name _____

Reason for Leaving _____

Description of Duties, Responsibilities and Accomplishments:

Former Employer's Name and Address: _____

Type of Business _____

Dates Employed _____ to _____ Your Title _____

Supervisor's Name _____

Reason for Leaving _____

Description of Duties, Responsibilities and Accomplishments:

9. Special Qualifications and Skills: List qualifications and skills you possess which you wish to be considered or which are required in the job for which you are applying. Example: Computer skills; ability to operate specialized equipment or machines; or professional license(s) related to the position.

If you answer "Yes" to any of the following, please explain in item No. 16.

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

Yes No

11. Have you been fired or asked to resign from a job within the last five years?

Yes No

12. Have you ever been convicted of a crime in a civilian or military court? Do not include minor traffic violations. A criminal record will not necessarily disqualify you from employment. Your case will be considered in relation to the requirements of the particular job.

Yes No

13. Have you ever been discharged from the armed forces under other than honorable conditions?

Yes No

14. Are you now working or have you previously worked for the Council?

Yes No

15. Do you or does your spouse have any relatives presently working for or serving as an officer of the West Central Texas Council of Governments? Council policy and State and Federal Law prohibit hiring of relatives of employees or officials in certain circumstances.

Yes No

16. Remarks or Additional Information:

17. Certification: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge.

Signature of Applicant

Date