

Hinds County Economic Development Authority

APPLICATION FOR EMPLOYMENT

The Hinds County Economic Development Authority offers equal employment opportunity for employment to all applicants without regard to race, ethnicity, religion, sex, sexual orientation, national origin, disability, age or military status.

Note: If additional space is needed to respond to any question, please attach additional pages.

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone No. _____ Alternate Phone No. _____ Mobile No. _____

Email _____

1. Have you ever been discharged or requested to resign from your job? **Yes** **No**
If yes, what job? _____

Please explain:

2. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any governmental body or by a current or previous employer? **Yes** **No**

If yes, explain and provide the name, address, and telephone number of the employer or entity and a statement of the accusation against you:

3. Have you ever been convicted of a misdemeanor (other than a minor traffic violation) or felony?
Yes **No**

If yes, please explain:

4. Have you ever been involved in, or are you currently involved in, or do you anticipate involvement in litigation, either as the plaintiff/complainant or defendant/respondent?

Yes No

If yes, please explain:

5. Have you ever had any license or certificate of any kind revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory body, either public or private? **Yes No**

If yes, explain and provide the dates of the proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusation against you and the final disposition or status of the charge or complaint:

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired \$ _____

Are you employed now? **Yes No**

If yes, may we inquire of your present employer? **Yes No**

EDUCATION

Name and Location of School Degree Received Year Graduated

High School/GED:

University/College:

GRADUATE/PROFESSIONAL DEGREES/CERTIFICATIONS

List any graduate or professional degrees you have obtained:

Name and Location of School Degree Received Year Graduated

University/College:

List any related certifications or licenses you have obtained:

Type:

Date Received:

FORMER EMPLOYERS

List below your last four employers, starting with the most recent.

Date Name and Address Contact Salary Title Reason
(Month and Year) of Employer Telephone (upon leaving) for Leaving

REFERENCES

List below three references who are not related to you and who you have known at least one year.

Name Address Position Years Acquainted

AUTHORIZATION

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire or dismissal if I have been employed, no matter when discovered by the Hinds County Economic Development Authority (Authority).

I understand that any employment is conditioned upon a background check. I authorize the Authority to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, and my character and general reputation to the Authority, without giving me prior notice of such disclosure. In addition, I release the Authority, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without a fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Authority. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Authority unless made in writing and approved by the Authority's Board of Trustees.

I understand that filling out this form does not obligate the Authority to hire me. If hired, I agree to abide by all Authority work rules, bylaws, policies and procedures. The Authority retains the right to revise its policies and procedures, in whole or in part, at any time.

To applicant: If you are hired by the Authority, you will be required to attest to your identity and employment eligibility and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements. You agree to and acknowledge this requirement.

Signature: _____

Print Name: _____

Date: _____