



## **EDUCATION**

Summarize relevant education beginning with highest degree received. Detail degree received, school/college attended, dates attended, and describe relevant course work.

---

## **REFERENCES**

Give name, address and phone number of three references who are not related to you and are not previous employers.

---

## **HONORS/OTHER**

List any honors received or state other information, which may be relevant in considering you for this position.

---

## **WORK EXPERIENCE**

On this page, starting with your most recent position, summarize your work experience detailing: job title, job duties, employer, dates employed, final annual salary, immediate supervisor, and reason for leaving.

---

---

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I will be required to abide by all rules and regulations of the Region 8 Planning and Development Council.

\_\_\_\_\_  
(Signature of Applicant) (Date)

---

**FOR PERSONNEL DEPARTMENT USE ONLY**

---

Arrange Interview? \_\_\_\_ Yes \_\_\_\_ No

Remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employed \_\_\_ Yes \_\_\_ No Date of Employment \_\_\_\_\_

\_\_\_\_\_  
Job Title Hourly Rate/Salary Department

By: \_\_\_\_\_  
Name and Title Date

**Region 8 Planning and Development Council  
P.O. Box 849  
Petersburg, WV 26847  
(304) 257-2448**