



MPO Use Only:	
Appl Rcvd:	_____

APPLICATION FOR EMPLOYMENT

419 Canyon Avenue, Suite 300
Fort Collins, CO 80521

Phone: 970.221.6243 Fax: 970.416.2406

Position Applying For: _____

Instructions: All questions should be fully and accurately answered. Please print or type, except for the required signature.
Send application and resume by email only to: rsteffen@nfrmipo.org

Name: _____
Last
First
M.I.

Mailing Address: _____
Street
City
State
Zip

Telephone: _____
Home
Business
to Leave a Message

Email Address: _____ Date Available For Work: _____

Are you available for: Full Time Part Time Hourly Employment

If hired, will you be able to prove your employment eligibility to work in the U.S.? Yes No

Are you age 18 or older? Yes No If no, list date of birth: _____

Do you possess a valid driver's license? Yes No If yes, list class: _____

License Number: _____ State: _____ Expiration Date: _____

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes No

Essential functions of positions are described in job advertisements/announcements specific to the position vacancy. If you are unable to perform the essential functions of the position for which you are applying, or need a reasonable accommodation in order to apply, please contact the MPO HR Specialist at 970-416-2315 for assistance.

Have you ever been convicted of or received a deferred sentence, deferred judgment, or a deferred prosecution for a crime (other than a minor traffic offense that resulted only in a fine)? Yes No

If yes, please state crime(s) and explain the date, location, nature and facts surrounding each. Use an attachment sheet if necessary.

Have you ever been involved with a situation involving harassment in the workplace? Yes No
 Have you ever been involved with a situation involving violence in the workplace? Yes No

If yes, to either the above, please explain the date, location, nature and facts surrounding each situation. Use an attachment sheet if necessary.

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How did you learn about this job posting? _____

EMPLOYMENT HISTORY

Your work experience is an important factor in evaluating your qualifications. Please make certain that you provide complete and accurate information on previous job duties and levels of responsibility. List names of employers in consecutive order with present or most recent employer listed FIRST. Account for all periods of time including military service, related volunteer experience, as well as any period of unemployment. A resume may be attached if desired.

Name of Employer: _____

Type of Business: _____ Telephone No: _____

Employer's Address: _____

Name of Last Supervisor: _____
Street City State Zip
May we contact this employer: Yes No

Employed From: _____ To: _____ Salary: Starting: _____ Ending: _____

Job Title: _____ Duties: _____

Reason(s) for leaving or seeking other employment: _____

Name of Employer: _____

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Employer's Address: _____

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EDUCATION

High School: _____ Did you graduate? Yes No

College or University: _____ Did you graduate? Yes No

College Major: _____

Degree: _____

College or University: _____ Did you graduate? Yes No

College Major: _____

Degree: _____

Additional education and/or vocational, technical or military training information relevant to the position for which you are applying: _____

OTHER SKILLS

List all pertinent skills and equipment that you can operate:

Computer Software Applications: _____

Additional information that might qualify you for the position: _____

The North Front Range Metropolitan Planning Organization (NFRMPO) is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability and other characteristics protected by law.

CERTIFICATION & RELEASE:

I certify that all statements made in this application are true and complete. I authorize the NFRMPO to investigate all statements made as a part of this application and to secure any necessary information from all prior employers, references, academic institutions, law enforcement agencies, other persons and entities, and public records. I hereby release all such persons, entities, employers, references, institutions, agencies and the NFRMPO from any and all liability arising from their giving or receiving information about my employment history, academic credentials, qualifications, reputation, driving record, and criminal record. A photocopy of this release can be used for all purposes.

I understand that any false answers or misleading statements as well as misrepresentations by omission made by me as part of my application, will be sufficient for rejection of my application or for my immediate discharge should one be discovered after I am employed.

I understand that nothing in this employment application, in the NFRMPO's statements of personnel policies or in my communications with any NFRMPO employee or official is intended to create an employment contract between the MPO and me. In the event that I am hired by the NFRMPO, I understand that my continued employment will be at the mutual consent of the NFRMPO and me. Accordingly, either the NFRMPO or I may terminate my employment at-will at any time with or without cause or notice. I understand that the at-will nature of the employment relationship can only be changed in a specific writing signed by the Executive Director.

I hereby acknowledge that I have read, understand and agree to the preceding statement.

Signature: _____

Date: _____



**PRE-EMPLOYMENT
MOTOR VEHICLE RECORD REPORT
CONSENT AND RELEASE**

When an employee's duties will require operation of an agency owned vehicle or operation of their own vehicle for MPO business, a Motor Vehicular Record (MVR) will be obtained to assess risk exposure.

Employees must have a valid driver's license for the type of vehicle operated. A photocopy of the driver's license will be kept in MPO personnel files. The MPO's policy states that any employee driving on agency business should have a clear or acceptable MVR. The MPO will obtain a MVR to evaluate an employee's eligibility. A clear or acceptable MVR includes:

Clear MVR:

No activity in the last 3 years and no major, minor or technical violations in the last 5 years.

Acceptable MVR:

- No major convictions in the last 5 years and no more than 1 accident in the last 3 years.*
- Two minor convictions or technical violations in the last 3 years.*
- One accident and one minor conviction or technical violation in the last 3 years.*

I authorize The North Front Range Metropolitan Planning Organization (NFRMPO) to obtain a copy of my motor vehicle record to evaluate my insurability or for other permissible uses related to my employment.

By signing this disclosure, I hereby authorize The North Front Range Metropolitan Planning Organization (NFRMPO) to procure these records on a periodic basis or as deemed necessary to evaluate my continuing insurability.

I understand that my employment with The North Front Range Metropolitan Planning Organization (NFRMPO) is contingent upon a Motor Vehicle Record Report that falls within the clear or acceptable category. Anything that falls outside of that category is terms for the North Front Range Metropolitan Planning Organization (NFRMPO) to rescind any job offer.

Information provided as on current valid Driver's License (please print clearly):

Applicant or Employee Name: _____

Driver's License #: _____

Expiration Date: _____

State of Issuance: _____

Signature

Date