



1 E Broadway Blvd, Suite 401, Tucson, AZ 85701 (520) 792-1093

HOW TO APPLY

Applicants must complete and submit an official PAG application form by the final closing date. If you submit your application electronically, you will be required to sign an unaltered hard copy of the completed form prior to final consideration for employment. Applications and complete position descriptions are available from:

Pima Association of Governments
1 E Broadway Blvd, Suite 401
Tucson, Arizona 85701
(520) 792-1093 or
www.pagnet.org/employment

The standard application form must contain comprehensive and detailed information in order to be properly evaluated; additional material may be submitted with the official form.

Applications and supplemental information will be evaluated to determine each applicant's qualifications. Those applicants' best qualified in terms of relevant education and experience will be invited for an interview. Final appointment will be made by the Executive Director.

Applications may be submitted to:

Pima Association of Governments
1 E Broadway Blvd, Suite 401
Tucson, Arizona 85701
Fax: (520) 792-1815
E-mail: JobApplication@pagnet.org

If you do not receive an email confirming receipt of an application that was submitted electronically, please contact PAG's Human Resource Department to confirm your application was received.

(Note: Employment with the Pima Association of Governments is contingent upon continuing receipt of planning or program support from federal, state and local funding agencies.)

EMPLOYEE BENEFITS:

HEALTH AND DENTAL INSURANCE: Several plans are available for both health and dental care.

PAID TIME OFF (PTO): 21 days first year, increasing by years of service.

PERSONAL DAYS: 2 days.

HOLIDAYS: Eleven (10) paid holidays.

CREDIT UNION: Full-service, including savings, checking and loans.

RETIREMENT: Arizona State Retirement System; ICMA/RC Deferred Compensation

(These benefits are currently in effect, but are subject to change.)

PAG is an Equal Opportunity/Affirmative Action

Employer (M/F/H)



1 E Broadway Blvd, Suite 401, Tucson, AZ 85701 (520) 792-1093

JOB APPLICATION

We are an Equal Opportunity/Reasonable Accommodation Employer

- | | |
|--|--|
| <ul style="list-style-type: none"> • <u>Do not change the format or layout of this form.</u> • Type or print neatly in ink. • Answer all questions completely. • Complete and include all supplemental forms. | <ul style="list-style-type: none"> • Read all information on this application. • If you have any questions or problems, please request assistance. |
|--|--|

POSITION DESIRED

Position Applied For:

Salary Requirements:

PERSONAL DATA

Name:

Address:

City:

State:

Zip:

Home Phone:

Daytime Phone:

E-mail Address:

Are you legally eligible to work in the United States? Yes No

Will you now or in the future require sponsorship to continue or extend your employment status? Yes No

Have you ever worked for Pima Association of Governments? Yes No

If yes, please give position title and dates:

Are any of your relatives employed by Pima Association of Governments? Yes No

Name/Relationship:

Do you have a valid driver's license? Yes No

Please list other names you have used:

Have you ever been discharged, requested or forced to resign from any position for misconduct or unsatisfactory service? Yes No

If yes, please explain circumstances:

CRIMINAL BACKGROUND INFORMATION

ALL QUESTIONS MUST BE ANSWERED TRUTHFULLY AND COMPLETELY.

“Crime” as used in this section means any and all felonies, misdemeanors and serious driving offenses, including but not limited to, driving while under the influence of intoxicating liquor (“DUI”) or drugs (“DUI”), extreme DUI, reckless driving, aggressive driving, racing/exhibition of speed, excessive (criminal) speed, leaving the scene of an accident, driving on a suspended, revoked, or refused license, or any other driving offense that is a misdemeanor (i.e., possible penalty for conviction includes imprisonment or jail time). “Crime” does not include minor (civil) traffic offenses. If you are not sure how to answer these questions, please ask Human Resources for assistance.

“Convicted” means that you have been found guilty of a crime by a court or jury, or have pleaded guilty or nolo contendere (“no contest”) to a crime and have been sentenced for a crime, whether imprisoned, incarcerated, placed on probation, fined or received a suspended sentence.

****NOTE:** A criminal conviction(s) does not constitute an automatic disqualification to employment. Factors considered in this regard include, but are not limited to, age at the time of offense(s), the nature of the offense(s), and the relationship between the offense(s) and job(s) for which you have applied.

Question: Have you ever been convicted of a crime in any domestic, foreign, or military court, regardless of whether the conviction was later set aside or expunged? Yes No

If you answered “yes” please give the details of offense(s) for which convicted, date(s) of conviction(s) and jurisdiction(s) (court, city, county, & state). If offense(s) has been set aside or expunged, please give date(s).

Question: In the event that you are hired by PAG and are subsequently convicted of a crime in any court, do you agree to immediately inform PAG of such conviction? Yes No

Your failure to make a full and accurate disclosure of any prior conviction(s), or your failure to inform PAG of any subsequent conviction in the event you are hired, will result in immediate termination from employment or the rejection of any pending application or offer for employment. By certifying this application at the end of this document, applicant is signifying his/her agreement to such consequence.

EDUCATION

High School Diploma: Yes No

If no, please indicate highest level completed:

G.E.D.: Yes No

College/University	Major	Credit Hours*	Degree**

*You may include credit hours that you will receive by the end of the current semester.

**If applicable to job, proof of degree from College/University will be required upon hire.

Special Training/Skills – Institution – Business – Tech – Other	Course of Study	Diploma/Hrs. Completed/Date

List Licenses (date & #), professional registrations (date), certificates and professional memberships (Exclude those indicting race, color, religion, gender, national origin, or age.):

List Honors, Awards, Fellowships:

SKILLS OVERVIEW

List computer software with which you are familiar:

Fluent in a language other than English:	Language(s):	Speak:	Read:	Write:
--	--------------	--------	-------	--------

Please summarize relevant skills, abilities, and experience that exemplify your qualifications for the above position:

Summarize community work (paid or volunteer) including dates:

EMPLOYMENT HISTORY

(You may attach a resume, but do not use as substitute for completing application.)

Current or most recent employer:		Phone:
Address:		
Your title:	Number of workers you directly supervised:	
Employment dates	From (mo/yr):	To (mo/yr):
Supervisor's name/title:		
Starting salary:	Ending:	Hours per week:

EMPLOYMENT HISTORY CONTINUED

(You may attach a resume, but do not use as substitute for completing application.)

Work performed:

Reason for leaving or wanting to change:

May we contact this employer if you are considered for the position? Yes No

Employer:

Phone:

Address:

Your title:

Number of workers you directly supervised:

Employment dates

From (mo/yr):

To (mo/yr):

Supervisor's name/title:

Starting salary:

Ending:

Hours per week:

Work performed:

Reason for leaving or wanting to change:

Employer:

Phone:

Address:

Your title:

Number of workers you directly supervised:

Employment dates

From (mo/yr):

To (mo/yr):

Supervisor's name/title:

Starting salary:

Ending:

Hours per week:

Work performed:

Reason for leaving or wanting to change:

EMPLOYMENT HISTORY CONTINUED
(You may attach a resume, but do not use as substitute for completing application.)

Employer:		Phone:
Address:		
Your title:		Number of workers you directly supervised:
Employment dates	From (mo/yr):	To (mo/yr):
Supervisor's name/title:		
Starting salary:	Ending:	Hours per week:
Work performed:		
Reason for leaving or wanting to change:		

CONFLICT OF INTEREST – BUSINESS ETHICS

QUESTION MUST BE ANSWERED TRUTHFULLY AND COMPLETELY.

An employee's outside activities should in no way create the potential for a conflict of interest to develop. A "conflict of interest" is generally described as a situation in which the employee cannot satisfy both his/her own interests and those of Pima Association of Governments (PAG), or the surrounding circumstances suggest difficulty in satisfying both interests, which is also known as the "appearance of impropriety." Each PAG employee has an obligation to act in the best interests of PAG. An employee's outside activities should in no way create the potential for a conflict of interest to develop.

In all matters pertaining to the operation of the organization, employees should avoid any undisclosed, unapproved relationships or engage in any activities that might involve or lead to personal obligation, which could impair the objectivity of such employee's judgment, or imply to others that favoritism or obligations exist between the organization or its employee and any other party.

Question: Are you aware of any conflict of interest or potential conflict of interest, as described above, that may exist between you and another party that would affect your employment with PAG? Yes No

If you answered "yes" to this question, please explain.

OUTSIDE EMPLOYMENT

QUESTION MUST BE ANSWERED TRUTHFULLY AND COMPLETELY.

Employees are discouraged from holding jobs outside of their employment with PAG. Outside employment is to be approved in advance by the Executive Director. All employees will be judged by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

If it is determined that an employee's outside work interferes with performance or ability to meet the requirements of their job, the employee may be asked to terminate the outside employment if he/she wishes to remain with PAG. Outside employment that constitutes a conflict of interest is prohibited.

Question: If you are hired by PAG, do you anticipate engaging in outside employment (having another job besides the PAG position)? Yes No

If you answered "yes" to this question, please provide the identity of the outside employer, the position that you anticipate holding, and the number of hours you will be working in such position.

CONDITIONS OF CONSIDERATION FOR EMPLOYMENT

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, or falsifications may be cause for rejection of this application, removal of my application for other open positions, and/or discharge from employment. In addition, I hereby consent to and authorize any needed pre-employment background investigation and screening. I further authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing, printing, or signing your name below, you certify that you have read and understand the above paragraph.

Name: _____

Date: _____

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.