

APPLICATION PROCEDURES

TO BE CONSIDERED FOR A POSITION WITH THE COUNCIL OF COMMUNITY ORGANIZATIONS OF OKTIBBEHA COUNTY, INC. AN APPLICANT MUST DO THE FOLLOWING:

- **COMPLETE AN APPLICATION**
- **BACKGROUND CHECK**
- **THREE LETTERS OF REFERENCE**
- **COPIES OF NECESSARY DOCUMENTS LISTED IN APPLICATION**

Are you currently employed? Yes ___ No ___ If Yes, Where? _____
Present Position _____ Have you ever been asked to resign, been discharged,
or failed to be reemployed for a job? If Yes, explain _____

Are you a member of COCO? Yes ___ NO ___

REFERENCE
Name _____ Address _____
Title _____ Telephone Number _____

Name _____ Address _____
Title _____ Telephone Number _____

Name _____ Address _____
Title _____ Telephone Number _____

Explain in your own handwriting why you believe you are a good person for the job and how you would be an asset to the Council of Community Organizations of Oktibbeha County, Inc. (If additional space is needed, please use a separate sheet).

I hereby declare that the information provided is complete and true to the best of my knowledge and belief. I understand that any misrepresentation or falsification of facts may be grounds for discharge without advance notice. In employment, job assignment, and employee/employer relations, no procedure shall discriminate against any applicant or employee on the basis of age, sex race or national origin. I have read and understand the above statements.

Signature: _____ Date: _____

The council of Community Organizations of Oktibbeha County, Inc. does not discriminate on the basis of race, sex, national origin, or disability, and is an Equal Opportunity Employer.