

JOB APPLICATION

Columbus-Lowndes Convention and Visitors Bureau
117 3rd Street South, Columbus, Mississippi 39701
662-329-1191

Columbus-Lowndes Convention And Visitors Bureau is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact Visit Columbus by calling 662-329-1191.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____
Address: _____
City, State and Zip Code: _____
Telephone Number: _____
Email Address: _____

Date of Application: _____

Employment Position

Position(s) applying for: Executive Director

How did you hear about this position? _____
If needed, are you available to work overtime? _____
On what date can you start working if you are hired? _____
Do you have reliable transportation to and from work? _____
Salary desired: _____

Personal Information

Do you have any friends, relatives, or acquaintances working for Columbus-Lowndes Convention and Visitors Bureau	Yes	No
If yes, state name & relationship:		

Are you 18 years of age or older?	Yes	No
Are you a U.S. citizen or approved to work in the United States?	Yes	No
What document can you provide as proof of citizenship or legal status?		

_____	Yes	No
Will you consent to a mandatory controlled substance test?		
Do you have any condition which would require job accommodations?	Yes	No
If yes, please describe accommodations required below.		

Have you ever been convicted of a criminal offense (felony or misdemeanor)?	Yes	No
If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:		

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications

Name	Location (City, State)	Year Graduated	Degree Earned
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College/University

Name	Location (City, State)	Year Graduated	Degree Earned
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Vocational School/Specialized Training	
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Name	Location (City, State)	Year Graduated	Degree Earned
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Are you a member of the Armed Services?

Employer Name: _____

Job Title: _____

Job Title: _____

Job Title: _____

References

Please provide 3 personal and professional reference(s) below:

Reference	Contact Information

Additional Information:

Special Skills / Certifications

AT-WILL EMPLOYMENT

The relationship between you and the Columbus-Lowndes Convention and Visitors Bureau is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Columbus-Lowndes Convention and Visitors Bureau. No representative of Columbus-Lowndes Convention and Visitors Bureau has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can at-will employment status, except for a written statement signed by you and either our Board Chairman, Business Director or Tourism Director.

Applicant Signature. _____ Dated: _____