



# APPLICATION FOR EMPLOYMENT PULASKI AREA GEOGRAPHIC INFORMATION SYSTEM (PAGIS)

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 LAST FIRST MIDDLE  
 STREET ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
 \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
 CITY STATE ZIP CELL PHONE \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES  NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED:  FULL-TIME  TEMPORARY  SUMMER  PART TIME

DATE AVAILABLE \_\_\_\_\_ SALARY REQUIREMENTS \$ \_\_\_\_\_

WHERE DID YOU HEAR ABOUT THIS OPENING?  NEWSPAPER  JOB LINE  EMPLOYEE REFERRAL  OTHER \_\_\_\_\_

**\*\*\*LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST\*\*\***

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FINAL SALARY	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL				
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

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

List professional, business or trade licenses held, awards or special recognitions received:

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

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION (Peer vs. supervisor)

Do you have any relatives (either by blood or marriage) who are currently employed by Pulaski Area Geographic Information System (PAgis)?

\_\_\_ Yes \_\_\_ No

If yes, please state employee's name and your relation to them:

Have you previously been interviewed for a position with Pulaski Area Geographic Information System (PAgis)? If yes, provide positions and dates:

Have you ever been employed by Pulaski Area Geographic Information System (PAgis)? If yes, provide position, dates, and reason for leaving:

\* Do you understand the physical and mental requirements of the job for which you are applying?  Yes  No

\* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying?

Yes  No If no, please provide an explanation: \_\_\_\_\_

\* **The Americans with Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

**NOTE: Pulaski Area Geographic Information System (PAgis) is an Equal Opportunity Employer and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability, veteran's status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.**

**I, \_\_\_\_\_, understand and voluntarily agree that Pulaski Area Geographic Information System (PAgis) (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Pulaski Area Geographic Information System (PAgis) with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

- I understand and agree that if I am offered and accept a position with Pulaski Area Geographic Information System (PAgis), that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Pulaski Area Geographic Information System (PAgis), with or without notice.
- If employed by Pulaski Area Geographic Information System (PAgis), I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a criminal background check, and Driving Record check, considered necessary by Pulaski Area Geographic Information System (PAgis) at any time, at the option of PAgis and at no personal expense to me. I authorize the examining organization to disclose to Pulaski Area Geographic Information System (PAgis) or its representatives the results of such examinations. I understand Pulaski Area Geographic Information System (PAgis) will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Pulaski Area Geographic Information System (PAgis) otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Pulaski Area Geographic Information System (PAgis), I will need to complete a separate application for each position.

**I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Pulaski Area Geographic Information System (PAgis), immediate dismissal without notice.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### **EQUAL OPPORTUNITY EMPLOYER**

221 East Capitol Avenue \* PHONE (501) 377-1264 \* LITTLE ROCK, AR 72202  
PAgis-APPMASSTR\_1/11/24

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CELLULAR PHONE:** \_\_\_\_\_

**SUPPLEMENTARY INFORMATION REQUEST**

Describe, in detail, your present position responsibilities. Include day to day work activities, machinery operated, if any, etc. (Continue on back, if needed.)

Date Employed: \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide the information requested below concerning the three positions held prior to your current position. If you have held other positions which are directly related to the position applied for, please continue on the back. When outlining previous job responsibilities, be sure to explain all duties and responsibilities that are directly related to the requirements listed on the job posting for which you are applying.

**1. Dates of Employment:** \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr) (Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Dates of Employment:** \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr) (Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Dates of Employment:** \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr) (Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT REFERENCE CONSENT AND RELEASE**

APPLICANT NAME: \_\_\_\_\_

I, \_\_\_\_\_, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO PULASKI AREA GEOGRAPHIC INFORMATION SYSTEM (PAGIS).

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions to Current/Former Employer**

The individual named above has applied for employment with Pulaski Area Geographic Information System (PAgis). Please respond candidly to the requests for information listed below and return your written responses via either facsimile or U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former business employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN THE INFORMATION TO:

**PAgis Manager  
Pulaski Area Geographic Information System (PAgis)  
221 East Capitol Ave  
Little Rock, AR 72202 Fax- 501-210-4980**

Date and duration of employment: \_\_\_\_\_

Current or last rate of pay and wage history: \_\_\_\_\_  
\_\_\_\_\_

Current or last job description and duties: \_\_\_\_\_  
\_\_\_\_\_

The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): \_\_\_\_\_  
\_\_\_\_\_

Attendance history: (Excluding any qualifying leave under FMLA) \_\_\_\_\_  
\_\_\_\_\_

Results of drug and/or alcohol tests administered within the last year: \_\_\_\_\_  
\_\_\_\_\_

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was his/her separation from employment  voluntary  involuntary?

What was the reason for the applicant's separation from employment?  
\_\_\_\_\_

Is the applicant eligible for rehire?  Yes  No Is this a blanket company policy?  Yes  No

Printed Name and Title of Employer Representative Providing Information \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_



**PULASKI AREA GEOGRAPHIC INFORMATION SYSTEM (PAGIS)**

**AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK**

I, \_\_\_\_\_, understand and voluntarily agree that Pulaski Area Geographic Information System (PAGis) (or an investigative bureau of your choice) may perform a criminal background check and/or check any references or other information provided by me. Further, I hereby give consent to any state, federal or investigative agency to provide information to Pulaski Area Geographic Information System (PAGis) with regard to my criminal convictions.

I understand and accept that your employment decision may be based upon information furnished by me or obtained through the background check process. I understand Pulaski Area Geographic Information System (PAGis) will limit such information only to those individuals who have a need to be informed of such.

I hereby release from liability the employer and its representatives for seeking such information and all other persons, agencies, corporations or organizations for furnishing such information.

I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

<b>Have you ever been convicted of a crime, other than a traffic offense?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If yes, complete the following:</b>		
<b><u>Date</u></b>	<b><u>State/County</u></b>	<b><u>Crime/Conviction</u></b>
<hr/>		
<hr/>		
<hr/>		
(continue on back if needed)		
Conviction may be relevant if job related, but does not automatically disqualify you from employment.		

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts or criminal convictions called for in this application will be cause for disqualification from consideration for the position, or if employed by Pulaski Area Geographic Information System (PAGis), immediate dismissal without notice.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



**TRAFFIC VIOLATION QUESTIONNAIRE AND RELEASE  
PULASKI AREA GEOGRAPHIC INFORMATION SYSTEM (PAGIS)**

List all moving traffic violations you have been charged with in the past three (3) years:

\_\_\_ None                      \_\_\_ See Below

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- \* I understand that the position I am applying for may require the successful applicant to drive a privately owned vehicle as a normal part of the job requirements.
- \* I understand that Pulaski Area Geographic Information System (PAgis) will investigate the driving record of all applicant finalists and that information received regarding such will be considered in the selection of the successful applicant.
- \* I understand that it is the policy of Pulaski Area Geographic Information System (PAgis) to require all employees with such responsibilities to maintain a valid driver's license appropriate to the type of vehicle to be driven and to maintain a good driving record free of multiple minor offenses and any major driving offenses.
- \* I understand that employees of Pulaski Area Geographic Information System (PAgis) are subject to on-going investigations of their driving records at the discretion of PAgis and/or PAgis insurance carrier.

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**I hereby affirm that my answers to the foregoing questions regarding my traffic violation history and the Traffic Violation Release Form below are true and correct. I also affirm that I have read and understand the conditions and requirements regarding positions with Pulaski Area Geographic Information System (PAgis) that require driving a privately owned vehicle. I further understand that misrepresentation or omission of facts called for on this questionnaire may be cause for disqualification from consideration for the position applied for or, if employed by Pulaski Area Geographic Information System (PAgis), immediate dismissal without notice.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**TRAFFIC VIOLATION RELEASE FORM  
PULASKI AREA GEOGRAPHIC INFORMATION SYSTEM (PAGIS)**

I, \_\_\_\_\_, do hereby authorize any state's Office of Driver Services to release my traffic violation record to Pulaski Area Geographic Information System (PAgis). This release shall remain in full force and effect until written notice of withdrawal is filed by me.

Arkansas Driver's License # \_\_\_\_\_

Have you had a driver's license in any other state within the past 3 years?    \_\_\_ Yes    \_\_\_ No

If Yes, list all states and license numbers you have had in the past 3 years below:

Driver's License # \_\_\_\_\_ State

Driver's License # \_\_\_\_\_ State

Signature \_\_\_\_\_ Date \_\_\_\_\_

## GIS Technician Questionnaire

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**DIRECTIONS: PLEASE ANSWER EACH QUESTION. DO NOT WRITE "SEE RESUME" OR "SEE REFERENCE LETTER" ON THE ANSWER LINES. IF YOU NEED ADDITIONAL SPACE, PLEASE WRITE ON THE BACK OR ATTACH ANOTHER SHEET.**

**FAILURE TO ANSWER ALL QUESTIONS MAY RESULT IN YOU NOT BEING INTERVIEWED.**

ARE YOU **21 YEARS OLD OR OLDER?** \_\_\_YES \_\_\_NO

DO YOU HAVE A **VALID ARKANSAS DRIVERS' LICENSE** \_\_\_YES \_\_\_NO

DO YOU HAVE A **GOOD DRIVING RECORD?** \_\_\_YES \_\_\_NO

DO YOU HAVE THE **ABILITY TO?**

Perform basic geo-processing task \_\_\_YES \_\_\_NO

Use GIS applications (ArcInfo, ArcEditor, ArcView, ArcGIS Extensions) \_\_\_YES \_\_\_NO

Perform data digitizing and data entry in a GIS environment \_\_\_YES \_\_\_NO

Use computer aided drafting software \_\_\_YES \_\_\_NO

Read and interpret civil engineering drawings \_\_\_YES \_\_\_NO

Read maps, plans, and legal descriptions \_\_\_YES \_\_\_NO

Work independently \_\_\_YES \_\_\_NO

DO YOU HAVE **EYE AND HAND MOVEMENT COORDINATION?** \_\_\_YES \_\_\_NO

ARE YOU ABLE TO AND WILLING TO **SIT FOR EXTENDED PERIODS?** \_\_\_YES \_\_\_NO

ARE YOU ABLE TO AND WILLING TO **VISUALLY LOOK AT COMPUTER SCREEN FOR EXTENDED PERIODS?** \_\_\_YES \_\_\_NO

Name: \_\_\_\_\_

DO YOU HAVE TRAINING IN THE **GIS ENVIRONMENT**?

\_\_\_ YES \_\_\_ NO

WHERE? \_\_\_\_\_

HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE IN **gis data maintenance and quality control**?

\_\_\_ YES \_\_\_ NO

WHERE? \_\_\_\_\_

HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE IN **ArcInfo, ArcGIS, ArcView, ESRI extension products**? \_\_\_ YES \_\_\_ NO

WHERE? \_\_\_\_\_

HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE **reading maps plans, and legal descriptions**?

\_\_\_ YES \_\_\_ NO

WHERE? \_\_\_\_\_

HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Name: \_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE with **Computer Aided Design software (CAD, AutoCAD)**?    \_\_\_ YES \_\_\_ NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE **maintaining accurate records and compiling reports**?    \_\_\_ YES  
\_\_\_ NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE **extracting information from records**?    \_\_\_ YES \_\_\_ NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE in the **preparation of various cartographic products**?  
\_\_\_ YES \_\_\_ NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE **in developing requirements and design of GIS mapping layers?** \_\_\_\_\_YES \_\_\_\_\_NO

WHERE? \_\_\_\_\_

HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE **creating and maintaining geographic and tabular data using on screen digitizing, plotters, scanners and personal computers?** \_\_\_\_\_YES \_\_\_\_\_NO

WHERE? \_\_\_\_\_

HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_