

# APPLICATION FOR EMPLOYMENT COMMUNICATIONS COORDINATOR

Southwest Iowa Planning Council  
1501 SW 7<sup>th</sup> Street  
Atlantic, IA 50022

Name \_\_\_\_\_  
(First) (Middle Int.) (Last)

Address \_\_\_\_\_  
(Street) (City) (State & Zip Code)

Preferred Contact Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

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

*Proof of citizenship or immigration status will be required upon employment*

On what date would you be available for work? \_\_\_\_\_

How did you learn about us?

\_\_\_\_ Newspaper Advertisement

\_\_\_\_ Friend/Relative

\_\_\_\_ Walk-In

\_\_\_\_ Employment Agency

\_\_\_\_ Social Media

\_\_\_\_ Other

**Please return this application, along with the following attachments, ASAP, but by COB 11-22-2021:**

- Cover Letter
- Résumé
- 3 Professional References
- Portfolio of Selected Relevant Work (This may be provided in print form or as a link or attachment)
- Applicant Affirmative Action Program Self Identification Form

\*Incomplete applications will not be reviewed.

**You may email your materials to:**

**Daurine.petersen@swipco.org**

**Or mail or drop off the materials to:**

**Daurine Petersen, HR Coordinator  
SWIPCO  
1501 SW 7<sup>th</sup> St.  
Atlantic, IA 50020**

**Questions should be directed to John McCurdy at [john.mccurdy@swipco.org](mailto:john.mccurdy@swipco.org), or 712-243-4196 x222  
Full notice and job description is available on SWIPCO's website: [www.swipco.org](http://www.swipco.org)**

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**APPLICANTS STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationship with this Company is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date