



STATE OF COLORADO APPLICATION FOR ANNOUNCED VACANCY

A completed Demographic Information Form must be attached to this completed form when submitted to the agency listed in the job announcement.

JOB TITLE AS ANNOUNCED: Management, (working title, Elections Director)			
CLASS CODE: H6G8XX			
POSITION NUMBER: VAA00048			
AGENCY ANNOUNCING VACANCY: Secretary of State			
NAME: Powell	Carolyn	S	Suffix

Recruitment Information: Check the one (1) that best describes how you learned about the job you have applied for.			
<input type="checkbox"/> A. State of Colorado website <input type="checkbox"/> B. State Agency website <input type="checkbox"/> C. Other website <input type="checkbox"/> D. Denver Post <input type="checkbox"/> E. Rocky Mountain News <input type="checkbox"/> F. Other newspaper <input type="checkbox"/> G. State Agency newspaper/newsletter <input type="checkbox"/> H. Radio <input type="checkbox"/> I. Television	<input type="checkbox"/> J. Posted announcement at 1313 Sherman Street <input type="checkbox"/> K. Posted announcement at State Agency Office <input type="checkbox"/> L. Posted announcement at Workforce Center <input type="checkbox"/> M. Posted announcement at school placement office <input type="checkbox"/> N. Job Fair <input type="checkbox"/> O. Friend/Relative <input checked="" type="checkbox"/> P. Current State Employee <input type="checkbox"/> Q. Other		

FOR AGENCY USE ONLY	
Application Received:	Application Entered:
Application Reviewed:	
<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/> CONDITIONAL ACCEPT	
Reason for reject/conditional accept:	
Second Review of Application: <input type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE	

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LICENSES/CERTIFICATION/REGISTRATIONS: If a license/certificate/registration is required for the job for which you are applying (e.g., Journeyman Plumber, Professional Engineer, etc.) complete the following:

Professional/Specialty License Type: Licensed Attorney	License Number: 33042
Expiration Date: 12/31/2009	State and/or Agency Granting License: Supreme Court of CO

LANGUAGE PROFICIENCY: List language skills, other than English, you have and your level of proficiency (speak, read, write, etc.)

Language: N/A	Level of Proficiency: N/A
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EDUCATION HISTORY: This section must be accurate and complete. The application is used to determine if you meet the minimum job requirements as published in the job announcement.

High School Graduate: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	GED: <input type="checkbox"/> Yes <input type="checkbox"/> No
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UNIVERSITY/COLLEGE (UNDERGRADUATE, GRADUATE, POST GRADUATE)

Name: Oklahoma University		Location: Norman, OK		Attended From - To (Mo-Yr)	
				09/75	07/79
Degree Awarded: BBA	Date: 7/22/1979	Major Field of Study: Marketing	Minor Field of Study: Management	Total Semester Hours: 126	
Name: Washburn University School of Law		Location: Topeka, KS		Attended From - To (Mo-Yr)	
				08/99	05/2001
Degree Awarded JD	Date 5/21/01	Major Field of Study	Minor Field of Study	Total Semester Hours 45	
Name:		Location:		Attended From - To (Mo-Yr)	
Degree Awarded	Date	Major Field of Study	Minor Field of Study	Total Semester Hours	

BUSINESS, TRADE, TECHNICAL, VOCATIONAL SCHOOL OR MILITARY TRAINING

Name		Location:		Attended From - To (Mo-Yr)	
Title of Program or Subjects Taken		Total Classroom Hours	Certificate Received <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Name		Location:		Attended From - To (Mo-Yr)	
Title of Program or Subjects Taken		Total Classroom Hours	Certificate Received <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	

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EMPLOYMENT HISTORY: List your employment history starting with the most recent job, including part-time, temporary, and volunteer jobs. If more than one job was held with a given organization, list each job held as a separate period of employment. Under "Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities as they relate to the job for which you are applying. Be complete and specific in detailing of duties. Information must be accurate. If it is found that information provided is falsified, you will not be considered for a job with the State of Colorado and/or may be removed from a job after hire. If you need additional space attach a separate sheet of paper using the same format.

EMPLOYER/Kind of Business MVG Development (Retail Real Estate Development)	Your Job Title Vice President and General Counsel	DATES OF EMPLOYMENT	
Address(Street, City, State, Zip Code) 1509 York Street, Third Floor, Denver, CO 80206		From: Mo 02	Yr 2007
Supervisor Name: James Dennis	Title: Executive Chairman	Phone: 303-339-5182	To: Mo 06
			Yr 2009
Duties: Counsel for a privately held commercial retail real estate development company. Responsible for planning for the structure and formation of new business entities, including corporations, partnerships and limited liability companies; negotiating and documenting joint ventures, drafting and negotiating employment and consulting agreements, non-compete and non-solicitation agreements, stock option plans and agreements, construction, manufacturing, distributor and licensing agreements, and negotiating and documenting various other business relationships. Manages HR staff responsible for hiring, staff training and professional development and employment policies and procedures. Real estate transactional work including real estate acquisitions and sales, leasing, financing, development, zoning and land use.		Hours Per Week 40	
		Monthly Salary ██████████	
		Number Professional Employees Supervised: 4	
		Number Non-Professional Employees Supervised: 2	

EMPLOYER/Kind of Business NUSS Professional Services Group (transportation logistics)	Your Job Title General Counsel	DATES OF EMPLOYMENT	
Address(Street, City, State, Zip Code) 4120 Jackson Street, Denver, CO 80216		From: Mo 02	Yr 2005
Supervisor Name: Gayle Dendinger	Title: President and CEO	Phone: 800-227-2471	To: Mo 02
			Yr 2007
Duties: Counsel and senior manager for seventeen common-ownership companies including third party transportation logistics and air charter services. Provided leadership, management and direction to the executive management team and promoted executive development and growth through professional training, performance management and performance review. Developed risk management and asset protection strategies through entity structure and accounting and financial reporting strategies. Drafted and negotiated real estate, airplane and commercial truck purchase and leasing agreements (United States and Canada). Responsible for reporting, training and compliance with DOT, FAA and State transportation and safety rules and regulations.		Hours Per Week 40	
		Monthly Salary ██████████	
		Number Professional Employees Supervised: 1	
		Number Non-Professional Employees Supervised: 1	

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EMPLOYER/Kind of Business Hensley & Kennedy PC (private law practice)	Your Job Title Litigation Associate	DATES OF EMPLOYMENT
Address(Street, City, State, Zip Code) 1790 30 th Street, Boulder, CO 80301		From: Mo Yr 08 2003
Supervisor Name: John Hensley and Waller Kennedy	Title: Principals	Phone: 303-447-0157
Duties: Litigation associate for commercial business practice including commercial litigation, real estate and commercial transaction work and trust and estate planning.		To: Mo Yr 02 2005
		Hours Per Week 40
		Monthly Salary ██████████
		Number Professional Employees Supervised:
		Number Non-Professional Employees Supervised:

EMPLOYER/Kind of Business	Your Job Title	DATES OF EMPLOYMENT
Address(Street, City, State, Zip Code)		From: Mo Yr
Supervisor Name:	Title:	Phone:
Duties:		To: Mo Yr
		Hours Per Week
		Monthly Salary \$
		Number Professional Employees Supervised:
		Number Non-Professional Employees Supervised:

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EMPLOYER/Kind of Business		Your Job Title	DATES OF EMPLOYMENT	
Address(Street, City, State, Zip Code)			From: Mo	Yr
Supervisor Name:		Title:	Phone:	To: Mo
				Yr
Duties:			Hours Per Week	
			Monthly Salary \$	
			Number Professional Employees Supervised:	
			Number Non-Professional Employees Supervised:	

REFERENCES: List three persons who are not related to you and who have definite knowledge of your business or professional qualifications for the job for which you are applying. Do not repeat names of supervisors listed under work history. They may be contacted as well.

Name Senator Rollie Heath	Business/Occupation Colorado State Senator	Relationship friend
Address (Street, City, State, Zip Code) 2455 Vassar Drive, Boulder, CO 80305		Phone 7202722389
Name Hillary Hall	Business/Occupation Boulder County Clerk and Recorder	Relationship friend
Address (Street, City, State, Zip Code) 172 Tall Pine Lane, Boulder, CO 80302		Phone 3038940593
Name Deb Gardner	Business/Occupation Accountant - EcoCycle	Relationship friend
Address (Street, City, State, Zip Code) 740 Judson Street, Longmont, CO 80503		Phone 3035791042

CERTIFICATION: I certify that I possess the experience, education and/or licenses required for the job for which I am applying. I also certify that all statements, information and documents provided with this application are true, complete and correct to the best of my knowledge and are made in good faith. I understand that omissions, misleading, false or untrue information, or any attempt at fraud or deceit in any manner connected with this application and subsequent testing may result in my NOT being considered for jobs with the State of Colorado; may constitute grounds for discipline and/or termination after hire; and/or may constitute grounds for further actions pursuant to law. If requested, I can and will supply documentation that will confirm that the entries made on this application are true, complete and correct. Notice to Individuals applying for employment with a child care provider or facility, per Colorado Revised Statutes (C.R.S) §26-6-105.5, "Any applicant who knowingly or willfully makes a false statement of any material fact or thing in this application is guilty of perjury in the second degree as defined in section 18-8-503, Colorado Revised Statutes, and, upon conviction thereof, shall be punished accordingly." I am also aware that the State of Colorado has a payroll direct deposit requirement for employment. When needed I can supply the correct documentation for direct deposit.

	5 18 2009
	Date