

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR _____

PERSONAL DATA

Name (last, first, middle)		Maiden Name	
Mailing Address		City	State
Zip			
Home Telephone Number	Business Telephone Number	Mobile Telephone Number	
Date available to work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do You Have A Valid Driver License? Yes <input type="checkbox"/> No <input type="checkbox"/>	Valid Driver License Number	State Issued	
Have you had any driving violations in the last 3 years? If yes, explain: (Violations will not necessarily disqualify an applicant for employment.) Yes <input type="checkbox"/> No <input type="checkbox"/>			

POSITION INFORMATION (Check all that you are willing to work)

Hours: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Schedule Availability: Days <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Overnights <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis? Yes <input type="checkbox"/> No <input type="checkbox"/>		

QUALIFICATIONS (Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.)

	School Name	Location	Dates Attended	Degree / Diploma
High School				
College / University				
College / University				
Licenses or Certifications				

SPECIAL SKILLS (Please check off all that apply. Please indicate your skill level by checking a box next to beginner, proficient or expert).

Microsoft Office Suite (Word, Excel, Power Point, Outlook)

Beginner Proficient Expert

QuickBooks

Beginner Proficient Expert

SACWIS

Beginner Proficient Expert

SAGE HMIS

Beginner Proficient Expert

Blackbaud Raiser's Edge

Beginner Proficient Expert

Foreign Languages (If yes, please specify): 1st _____ 2nd _____

1st Beginner Proficient Expert 2nd Beginner Proficient Expert

Please list any additional skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/ teams etc.):

MILITARY SERVICE (Please list your military service, if applicable.)

Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>	Branch:	Rank at Discharge:
Dates of Service: From: _____ To: _____	Type of Discharge:	
If not Honorable, please explain: _____ _____		

WORK HISTORY (Start with your present or most recent employment and list all employment within the past 10 years. Use separate sheet if necessary. (Include paid and unpaid positions).)

Current or Most Recent Job Title	Start Date (mo/yr)	End Date (mo/yr)
Company Name	Supervisor's Name / Title	Phone Number / Email
Address	City/ State	Zip
Duties: 		
Reason for Leaving	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Job Title #2	Start Date (mo/yr)	End Date (mo/yr)
Company Name	Supervisor's Name / Title	Phone Number / Email
Address	City/State	Zip
Duties:		
Reason for Leaving		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Job Title #3	Start Date (mo/yr)	End Date (mo/yr)
Company Name	Supervisor's Name / Title	Phone Number / Email
Address	City/State	Zip
Duties:		
Reason for Leaving		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Job Title #4	Start Date (mo/yr)	End Date (mo/yr)
Company Name	Supervisor's Name / Title	Phone Number / Email
Address	City/State	Zip
Duties:		
Reason for Leaving		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

REFERENCES (Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.)

Name / Title	Address / City / State	Phone / Email	Relationship

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to conduct an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the Agency is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature _____ Date _____

UNITY IS AN EQUAL OPPORTUNITY EMPLOYER

