

**APPLICATION FOR EMPLOYMENT
TWIN COUNTY UNITED WAY
Confidential**

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Social Security # _____ Check if over 18

Position Applied For _____

PERSONAL

Are you a citizen or legally admitted to seek work in the United States? ___ Yes ___ No

If not a US citizen, what type of visa do you hold? _____

Have you ever been convicted of a criminal offense? ___ Yes ___ No

If yes, please note date _____, place _____ and nature of offense _____.

(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

Given your knowledge, skills, education and experience, are you able to perform all of the essential functions of the position for which you are applying, with or without reasonable accommodation, as set forth in the Position Description?

Yes ___ No ___ If "No", explain fully _____

What are your hobbies and associations? *(Exclude associations that refer directly or indirectly to race, religion, color, sex, or national origin).*

EDUCATION

Name of High School _____ Dates attended _____

Did you graduate? ___ Yes ___ No

College or Schools attended after high school:

Name/Location	Academic Major, Skill or Trade	Dates Attended	Did you graduate? Date

Other significant job-related training (seminars, etc.)

Course	Conducted By	Number of Class Hours

WORK EXPERIENCE

List most recent employment first and include military history. Include minimum of past ten (10) years, accounting for any time gaps. Use additional page if necessary.

(1) Employer & Address May we contact? ___ YES ___ NO	Dates of Employment From: To: Final Salary:	Name Supervisor Phone#:
Job Title and Duties:		Reason for leaving:
(2) Employer & Address May we contact? ___ YES ___ NO	Dates of Employment From: To: Final Salary:	Name Supervisor Phone#:
Job Title and Duties:		Reason for leaving:

(3) Employer & Address May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	Dates of Employment From: To: Final Salary:	Name Supervisor Phone#:
Job Title and Duties:		Reason for leaving:
(4) Employer & Address May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	Dates of Employment From: To: Final Salary:	Name Supervisor Phone#:
Job Title and Duties:		Reason for leaving:
(5) Employer & Address May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	Dates of Employment From: To: Final Salary:	Name Supervisor Phone#:
Job Title and Duties:		Reason for leaving:
(6) Employer & Address May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	Dates of Employment From: To: Final Salary:	Name Supervisor Phone#:
Job Title and Duties:		Reason for leaving:

Did you work for any of these employers under a different name? If so, please specify number and list last name used: *(information used for employment verification purposes)*

In addition to the employers previously listed, please submit any additional references separately.

APPLICANT'S STATEMENT– *Please read before signing*

I certify that the information set forth in this Application for Employment is true and complete to the best of my knowledge; and understand that, if employed, falsified statements on this Application or failure to furnish all requested information shall be considered sufficient cause for my dismissal. I further understand that my employment is contingent upon the employment reference checks. I consent to and authorize Twin County United Way and its Search Committee and/or Executive Director, to request any information concerning my previous employment record as indicated on this Application for Employment. I hereby release all parties and persons connected with any request for information from all claims, liabilities and damages for whatever reason arising out of furnishing such employment-related information. I understand that applicants may be subject to criminal background checks and pre-employment drug testing. Regardless of personal preference, I understand that I must be prepared to work less desirable times should the needs of Twin County United Way require. I also understand I will be on a 90-day introductory period from date of hire.

Applicant's Signature

Date