

SHENANDOAH COUNTY WRE

Employment Application

Executive Director of Organization

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write NIA.

Name and Address

Name (First, MI, Last)	Social Security Number
Mailing Address	
City, State, and Zip Code	
Telephone	Alternate Phone
If under 18, please list age	Email

Job Type

Days/hours available to work

<input type="checkbox"/> I have no preference.	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
I am seeking a:	<input type="checkbox"/> Full-time job		<input type="checkbox"/> Part-time job		<input type="checkbox"/> Full- or Part-time		
How many hours can you work weekly?	Can you work nights?		Date available to begin				

Additional Information

Have you ever been employed by this organization in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:		
Do you have a driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Driver's license number	Issued in what state?
Have you had any accidents during the past three years?		How many?
Have you had any moving violations during the past three years?		How many?

Education

School	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				

College or Business/Trade School

Military

Have you ever been in the Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date entered
Are you now n member of the National Guard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Discharge date

Specialty

Specialty

Work Experience

Please list ALL work experience beginning with, your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs./week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job Title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

Company	Name of last supervisor	Hrs./week
Address	Start Dale	Starting Salary
City, Slate, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

Work Experience (continued)

Company	Name of last supervisor	Hrs./week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
References		
<i>Please include name, phone number, and circumstances of your acquaintance. Exclude relatives.</i>		
1.		
2.		
3.		
4.		
<i>I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.</i>		
Signature		Date

In addition, please answer the following.

1. Have you ever been requested to resign from a position?
(Check one) Yes No

2. Have you ever been convicted of any violation of the law?
(Check one) Yes No

3. Are any criminal charges pending against you?
(Check one) Yes No

4. Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child?
(Check one) Yes No

If you have answered "Yes" to any questions above, please explain.