



# Women's Resource Center of the New River Valley, Inc.

## Employment Application

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

### General Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Address & Phone: \_\_\_\_\_

If employment is offered, can you produce documentation required by law to establish work authorization and identity? YES NO

Have you ever been dismissed, involuntarily terminated or forced to resign from a company? YES NO  
   
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Is there any reason that you would not be able or willing to perform any of the tasks required by the position you are seeking? YES NO  
   
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Is there any reason why you would be unwilling to report to work on time on a regular consistent basis? YES NO  
   
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Are you willing to work some evening, weekend, and holiday hours when necessary? YES NO  
   
If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

## Employment Desired

Are you seeking:  Full Time  Part Time  Temporary or Summer employment

Position Applied for: \_\_\_\_\_

Date Available: \_\_\_\_\_

Are you now or do you expect to be engaged in other business or employment?  Yes  No

How did you learn of our organization and/or position? \_\_\_\_\_

## Employment History

Please account for all time since leaving school, or the last 10 years. Include current employment, military service, any period of unemployment, and list in order of your most recent experience first. Verifiable work, performed on a volunteer basis may be included. **Do not reference your resume.**

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Name and title of last supervisor: \_\_\_\_\_ Phone or email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Nature of business: \_\_\_\_\_

Duties: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Name and title of last supervisor: \_\_\_\_\_ Phone or email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Nature of business: \_\_\_\_\_

Duties: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Name and title of last supervisor: \_\_\_\_\_ Phone or email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Nature of business: \_\_\_\_\_

Duties: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

If not graduated, reason for leaving: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

If not graduated, reason for leaving: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

If not graduated, reason for leaving: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

If not graduated, reason for leaving: \_\_\_\_\_

List any scholastic honors, offices held and activities involved in during high school or college: \_\_\_\_\_

List and describe any other School or Specialized Training: \_\_\_\_\_

## Additional Experience

Please accurately represent your experience level with each program:

	None	A little	A lot	Expert
MS Word				
MS Excel				
Adobe Acrobat				
Adobe InDesign				

What special skills, knowledge, business license, or other job related experience do you have that is not covered elsewhere on this application? List any organizations in which you participate that relate to the position for which you are applying. \_\_\_\_\_

## References

Give three references who are not relatives or former employers.

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers to the forgoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for immediate discharge.*

*I hereby authorize the Women's Resource Center of the New River Valley, Inc. to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to the revealing of any and all information they wish as a result of this investigation. In addition, I hereby waive my rights to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.*

*I agree that, if I am employed, I will abide by all the rules and regulations of the organization. I understand that, if employed, my employment is "at-will" and may be terminated by myself or the organization at any time for any reason at all, with or without prior notice.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application becomes void after one year unless renewed.

The Women's Resource Center of the New River Valley, Inc. is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. The Women's Resource Center of the New River Valley, Inc. is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at the Women's Resource Center of the New River Valley, Inc. for qualified persons with disabilities.