



Employment Application

**Position Requested:
Outreach and Volunteer Coordinator**

Applicant Information

Last Name:

First Name:

M.I.

Street Address:

City/State/ZIP

Phone #:

Email Address:

Date Available:

Social Security #:

Desired Hourly Rate:

Minimum Desired Hours per Week:

Maximum Hours Available per Week:

Are you available for occasional hours outside the regular office schedule, i.e. early morning or early evening meetings or weekend events?

Are you a citizen of the United State?

If no, are you authorized to work in the United States?

Education

High School:

Address:

Did you graduate?

College:

Address:

Did you graduate?

Degree:

Other:

Address:

Did you graduate?

Degree:



Employment Application

**Position Requested:
Outreach and Volunteer Coordinator**

References

Full Name:

Relationship:

Company Name:

Phone Number:

Address:

Full Name:

Relationship:

Company Name:

Phone Number:

Address:

Technology Experience

Please rate yourself on the following with '1' being no experience and '5' having significant work experience.

Microsoft – Windows 10:

Microsoft – Excel:

Microsoft – Word:

Microsoft – Power Point:

WordPress:

Social Media Management:

Google Apps:

Adobe Photoshop or other design software:

Other:

Most Recent Employment

Company:

Phone #:

Address:

Supervisor:

Job Title:

May we contact your previous supervisor:

Responsibilities:



Employment Application

**Position Requested:
Outreach and Volunteer Coordinator**

Reason for leaving:

Previous Employment

Company:

Phone #:

Address:

Supervisor:

Job Title:

May we contact your previous supervisor:

Responsibilities:

Reason for leaving:

Previous Employment

Company:

Phone #:

Address:

Supervisor:

Job Title:

May we contact your previous supervisor:

Responsibilities:

Reason for leaving:

Previous Employment

Company:

Phone #:

Address:

Supervisor:

Job Title:

May we contact your previous supervisor:

Responsibilities:

Reason for leaving:



Employment Application

**Position Requested:
Outreach and Volunteer Coordinator**

Military Service

Branch: From: To:

Rank at Discharge: Type of Discharge:

If other than honorable, please explain:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that a background check may be performed if I am chosen for an interview; I give my authorization for this background check.

Signature: Date:

Please attach resume