



Employment Application

Employment is contingent upon the applicant's providing the necessary proof of citizenship or legal authorization to work in the United States. Proof of status will be required upon employment.

United Way of America is an equal-opportunity employer. We do not discriminate in hiring because of age, race, creed, color, national origin, sex, or handicap.

NAME: First: _____ Middle: _____ Last: _____ Date: _____

For checking prior records, provide other names under which you have worked.: _____ Social Security # _____ - -

PRESENT ADDRESS:

Street: _____ City: _____ State: _____ ZIP: _____

Home Phone: _____ - - Work or message phone: _____ - - Ext. _____ Fax: _____ - -

E-Mail: _____

AVAILABILITY: Part Time Full Time When will you be available to start work? _____

Specify part time hours: _____ Will you work overtime if needed?: AM PM Sat./Sun. Holidays

Position desired: _____ Salary desired: _____

How were you referred to us? Internet Please specify Web site: _____

Newspaper Employee Referral Other: _____

If under 18 years of age, can you provide proof of your eligibility to work? No Yes

Do you have relatives currently employed by United Way of America? No Yes

If yes, please specify: _____

(Determination of employed relatives does not exclude an applicant, but is used to prevent placement which may cause conflicts of interest.)

List names of educational institutions you attended relevant to the position you are seeking:

Educational Institution/Location	Course of Study	Certificate/Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List professional organizations, memberships, volunteer activities which may be *job relevant*. (Exclude those which indicate race, color, creed, religion, age, national origin, or sex.)

List relevant skills and/or business machines you can operate which may be *job relevant*.

Computer programs you are proficient in using.
Check all that apply. List specific programs.

- Word Processing _____

- Presentation _____

- Spreadsheet _____

- Database _____

- Desktop Publishing _____

- Windows Ver. _____

- Macintosh Ver. _____

- UNIX _____

Administrative skills you are proficient in using (whether applying for program or support position).
Check all that apply.

- Telephone _____
- Daily Mail _____
- Filing _____
- Collating _____
- Meeting Arrangements _____
- Travel Arrangements _____
- Photocopying _____
- Faxing _____
- E-Mailing _____
- Proofreading _____
- Other _____

Beginning with your present or most recent position, list the last three jobs you have held, including a summary of major duties, software activities, etc. Indicate military experience.
Please attach résumé to application.

Employer: _____ Type of Business: _____

Street: _____ City: _____ State: _____ ZIP: _____

Phone: _____ - - Ext. _____ Dates Employed: From: _____ To: _____

Titles: Start: _____ Last: _____ Salary: Start: _____ Final: _____

Supervisor: _____ Reason for Leaving: _____

Brief description of duties: _____

Employer: _____ Type of Business: _____

Street: _____ City: _____ State: _____ ZIP: _____

Phone: _____ - - Ext. _____ Dates Employed: From: _____ To: _____

Titles: Start: _____ Last: _____ Salary: Start: _____ Final: _____

Supervisor: _____ Reason for Leaving: _____

Brief description of duties: _____

Employer: _____ Type of Business: _____

Street: _____ City: _____ State: _____ ZIP: _____

Phone: _____ - - Ext. _____ Dates Employed: From: _____ To: _____

Titles: Start: _____ Last: _____ Salary: Start: _____ Final: _____

Supervisor: _____ Reason for Leaving: _____

Brief description of duties: _____

Summarize prior relevant experience and fill in periods of unemployment or periods not accounted for in previous sections. Use a separate sheet of paper if you need more space.

I hereby affirm that the information provided on this application, and on any résumé I have furnished, is true and complete to the best of my knowledge. Any false information or significant omissions may disqualify me from further consideration for employment and, should I be employed by United Way of America, may justify termination of my employment if discovered at a later date.

I hereby authorize United Way of America to contact the persons, schools, employers and other organizations named in this application or any accompanying résumé approved below to confirm the information which I have provided to obtain any additional information needed to make an employment decision about me.

United Way of America is authorized to contact:

- All employers named on this application and any accompanying résumé.
- All employers named on this application and any accompanying résumé, except my current employer.

If authorization to contact current employer is withheld by applicant and a contingent offer of employment is made to applicant by United Way of America to secure approval for current references, United Way of America may rescind offer of employment upon receipt of unsatisfactory references.

I also hereby authorize the persons and entities named to provide United Way of America with the information that may be requested. In addition, I hereby waive and release any claims I may have against United Way of America in accordance with conducting these reference checks.

I hereby acknowledge I have read and understand the above statement.

Signature: _____

Date: _____



Applicant Information Sheet

United Way of America is an equal opportunity/affirmative action employer. We invite all applicants to provide the information below in order to assist us in satisfying our obligation under federal, state and local fair employment practice laws. The information you provide will be maintained separately from records available to those responsible for personnel decisions.

Please indicate your sex and race/ethnic category:

Male

Female

White

Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black/African American

Persons having origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native

Persons having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment. This includes, for example, enrolled tribes such as Sioux, Chippewa, and Navajo.

Asian or Pacific Islander

Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, Vietnam, the Philippines, and Samoa. The Indian subcontinent includes India, Pakistan, Bhutan, Nepal, Bangladesh, Sikkim, and Sri Lanka.

Unspecified, Some other race

Are you from Hispanic or Latino Origin?

Yes

Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

No

Print Name: _____

Signature: _____

Date: _____