

Employee Application

It is The Old Pueblo Community Foundation's policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Name _____ Date _____

Address _____
Street and Apartment # _____

City _____ State _____ Zip Code _____

Telephone # _____ Are you over 18 years old? Yes
 No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

How did you learn of this opening? _____

Have you worked here before? Yes No

Have you been shown a copy of the position description? Yes No

Can you perform the essential functions listed in the position description with or without reasonable accommodation? Yes No

Are there any hours or days you cannot or will not work? _____

Which status would you prefer? Part-Time Full-Time

Are you willing to work overtime as required? Yes No

Have you ever been convicted of a felony? Yes No

(Conviction will not necessarily disqualify an applicant for employment.) If yes, describe:

Position Desired _____

Salary Desired _____

Start Date Desired _____

Education History:

Education	School Name & Location	Year Graduated	Major Course of Study	Diploma or Degree
High School				
College/University				
College/University				
Other				

Aside from educational and work experiences, what other experiences, skills or qualifications would especially fit you for work with Old Pueblo Community Foundation?

May we contact your current employer, if applicable? Yes No

Work History:

Current Employer (if applicable)

Name:	Address:
Date Hired:	Starting Position and Salary:
Date Left:	Position on Leaving and Salary:
Name and Title of Supervisor:	Telephone Number:
Description of Duties:	Reason for Wanting to Leave:

Most Recent Previous Employer

Name:	Address:
Date Hired:	Starting Position and Salary:
Date Left:	Position on Leaving and Salary:
Name and Title of Supervisor:	Telephone Number:
Description of Duties:	Reason for Leaving:

Previous Employer

Name:	Address:
Date Hired:	Starting Position and Salary:
Date Left:	Position on Leaving and Salary:
Name and Title of Supervisor:	Telephone Number:
Description of Duties:	Reason for Leaving:

Applicant's Certification and Agreement

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize The Old Pueblo Community Foundation to make an investigation of any of the facts set forth in this application.

I understand that employment at The Old Pueblo Community Foundation is "at-will," which means that either I or The Old Pueblo Community Foundation can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor or manager of The Old Pueblo Community Foundation, other than the Executive Director has any authority to alter the foregoing.

Date _____ Applicant's Signature _____

We require references and salary history.

REQUEST FOR EMPLOYMENT INFORMATION

Previous Employers: (please list at least three)

Applicant Name _____ SSN: _____

Has applied for a position with the Old Pueblo Community Foundation. We would appreciate your assistance with our evaluation of this applicant by providing us with the information requested. A stamped, self-addressed envelope is enclosed for your convenience. **If this applicant is not familiar to you, please forward to the Human Resources department for verification of employment.** Thank you.

APPLICANT'S CERTIFICATION/RELEASE:

This is authorization to furnish the Old Pueblo Community Foundation, with the information requested below. I hereby release you and the Old Pueblo Community Foundation, from all liability for any damage whatsoever arising therefrom.

Applicant Signature _____ Date _____

TO BE COMPLETED BY PREVIOUS EMPLOYER:

Employment Dates: _____ to _____

Position Held: _____

Reason for Leaving: _____

Would you Rehire? Yes No If "No," could you please explain?

Please circle or highlight the appropriate response: (1 lowest - 4 highest)

Leadership Qualities	1	2	3	4
Attendance	1	2	3	4
Follows Directions	1	2	3	4
Team Player	1	2	3	4
Communicates Effectively	1	2	3	4
Self-Motivated	1	2	3	4

Thank you for your input. All information given is held in the strictest confidence.

Signature _____ Title _____ Date _____