



EMPLOYMENT APPLICATION
(Please print)

PERSONAL INFORMATION

Name: _____

Address: _____

Email Address: _____ Cell Phone: _____

Birthdate: _____

Social Security # (will be used during hiring process): _____

POSITION FOR WHICH YOU ARE APPLYING:

Executive Director, Full- time, exempt, hybrid (remote plus fields/courts in Mission Viejo, CA on Saturdays/weeknights)

	Full-Time	_____	Part-Time	_____
What days and hours are you available to work?	Days	_____	Hours	_____
Are you available to work Saturdays and Sundays?	Yes	_____	No	_____
Are you available to work overtime?	Yes	_____	No	_____
If hired, when can you start?	_____	Salary desired?	_____	

EMPLOYMENT

Are you currently employed? Yes _____ No _____

If so, may we contact your current employer? Yes _____ No _____

Have you ever applied with or worked for us before? Yes _____ No _____

If yes, when? _____

Do you have friends or relatives working for us? Yes _____ No _____

If yes, state name (s) & relationship: _____

Are you at least 18 years old? Yes _____ No _____

If hired, would you have a reliable means of transportation to and from work? Yes _____ No _____

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes _____ No _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes _____ No _____

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hired applicants may be subject to passing a medical examination, and to skill and agility tests.)

MILITARY SERVICE

Branch of Service _____

Rank _____ Dates _____ Military Specialty _____

EDUCATION

	Name & Address of School	Graduate [Yes or No]	Degree
<i>High School</i>			
<i>College/University</i>			
<i>Trade School</i>			

EMPLOYMENT HISTORY

Most Recent Employer _____

Address _____

City _____

Phone _____

Supervisor's Name _____

Your Position _____

Describe Your Duties _____

Dates of Employment

From _____

To _____

Weekly Pay

Starting _____

End _____

Reason for Leaving _____

Can we call this employer for a reference on you? _____

Employer No. 2 _____

Address _____

City _____

Phone _____

Supervisor's Name _____

Your Position _____

Describe Your Duties _____

Dates of Employment

From _____

To _____

Weekly Pay

Starting _____

End _____

Reason for Leaving _____

Can we call this employer for a reference on you? _____

Employer No. 3

Address _____

City _____ Phone _____

Supervisor's Name _____ Your Position _____

Describe Your Duties _____

Dates of Employment From _____ To _____

Weekly Pay Starting _____ End _____

Reason for Leaving _____

Can we call this employer for a reference on you? _____

REFERENCES

List persons **NOT** related to you who have knowledge of your work performance:

Name _____

Occupation _____

Address _____

Telephone _____ How long have they known you? _____

Name _____

Occupation _____

Address _____

Telephone _____ How long have they known you? _____

Name

Occupation

Address

Telephone

How long have they known you?

EXPERIENCE

Please indicate the number of years of professional experience you have in the following areas:

Major Gifts Programs:	Individual, Business/Corporate, Church & Civic Group Giving Programs:
Annual Fund Programs:	Planned Giving Programs:
Capital Campaigns:	Grant Research/Writing:
Fundraising/Event Management:	Marketing/Social Media:

Please Read and Sign Below

TRUTHFUL ANSWERS

I certify that I have answered each question fully and truthfully. I understand that any omission or misstatement of fact on this application or on any document used to secure employment shall be grounds for rejection of my employment or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

AT-WILL EMPLOYMENT

I understand and agree that if I am employed, my employment is AT WILL and may be terminated at any time, with or without prior notice and with or without cause at the option of either myself or the Employer. I understand and agree that nothing contained in the employment application, or conveyed during the interview process is intended to create an employment contract between me and the Employer. I agree that any alteration to my at-will status must be in writing and signed by the Executive Director and/or Board President.

REFERENCES

I hereby authorize the Employer to thoroughly investigate references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Employer any and all letters, reports and other information, without giving me prior notice of such disclosure. In addition, I hereby release the Employer, my former employers and all other persons, corporations, partnerships and Employers from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

DRUG TESTING

I understand that I may be required to submit to and pass a drug/alcohol test and that any offer of employment is conditioned upon my successful completion of the test. I also agree to submit to alcohol and drug testing following (i) any work-related accident, (ii) any violation of safety precautions or standards (whether or not an injury resulted from such accident or violation), and (iii) whenever management has reason to believe I may be under the influence of drugs or alcohol, when such test is allowed by law.

BACKGROUND INVESTIGATION AND CREDIT CHECK

I understand that, depending on the position for which I apply, any offer of employment may be contingent upon the successful completion of the Employer's background check and/or credit check. I further understand that the Employer will consider for employment all qualified applicants in a manner consistent with the requirements of the Fair Chance Initiative. If a background check is conducted, I understand and agree that the Employer may rescind/terminate employment based on a link between specific elements of my criminal history and risks inherent to the job I am seeking, but only after I have been given written notification, a written assessment, an opportunity to challenge the accuracy of the background check and/or provide evidence of mitigating factors, and a written reassessment. I also agree to sign any additional authorization or notification which may be required so that the Employer may conduct such investigations and to hold harmless any individual or agency involved with the release of such information. I further understand that I may not be able to begin employment until such investigations are complete.

CONFIDENTIALITY

In the course of my work, I may have access to confidential, proprietary and/or trade secrets pertaining to the Employer, its clients, vendors, or perhaps even co-workers.

I agree not to disclose any confidential information to outside third parties, or to anyone who may use the information for self-gain or misuse the information in any way. I understand and agree that if I violate this provision, I will be subject to discipline up to and including immediate termination.

I HAVE READ AND AGREE TO THE ABOVE.

Applicant's signature: _____ Date: _____