

# Employment Application Form



We are an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, sex, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer participates in E-Verify. **Please submit this form along with a cover letter and resume to [jobs@feministcenter.org](mailto:jobs@feministcenter.org).**

Position(s) Applied for:

Date of Application (MM/DD/YY)

## ***How did you learn about us?***

Friend/Relative

Social Media

Outreach Event/Festival

Website

Other. Please specify:

## **Basic Information**

Name (First, Middle, Last)

Email Address

Phone

Street Address

City

State

Zipcode

## **Additional Information**

***Are you under 18 years of age?***

Yes

No

***If you are under 18 years of age, can you provide proof of your eligibility to work?***

Yes

No

***Have you ever filed an application with us before?***

No

Yes. Please mention date of application:

***Have you ever interviewed with us before?***

No

Yes. Please mention date of interview:

***Have you ever been employed with us?***

No

Yes. Please share position and dates of employment:

***Have you ever been an intern or volunteer with us?***

No

Yes. Please share position and dates:

***Are you currently employed?***

Yes

No

***Describe your availability to work with us.***

Full Time

Part Time

Shift Work

Temporary

***Are you legally eligible to work in the United States?***

Yes

No

***Are you currently on "lay-off" status and eligible to recall?***

Yes

No

***Do you have access to a reliable automobile? (Some positions require travel; others do not)***

Yes

No

***Have you ever been convicted for a felony in the last 7 years? (Conviction will not necessarily disqualify an applicant from employment)***

No

Yes. Please explain:

***Languages. Please specify proficiency [based on the ILR Scale](#). Elementary proficiency; Limited working proficiency, Professional working proficiency, Full professional proficiency, Native or bilingual proficiency.***

## **Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and accurate.

I expressly authorize the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using information about me, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any application from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 6 months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's executive director.

I also understand that if I am hired, I will be required to provide proof of identify and legal authorization to work in the Unites States and that this employer uses E-Verify to verify identity and employment eligibility.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**Signature of Applicant**

**Date (MM/DD/YY)**