**Name:**

|  |  |  |
| --- | --- | --- |
| First      | Middle      | Last      |

**Address:**

|  |  |  |  |
| --- | --- | --- | --- |
| Street      | City      | State      | Zip Code      |

**Phone: Email:**

|  |  |  |
| --- | --- | --- |
| Cell (     )       -       | Other(     )       -       |       |

**Position Applying For: Salary Desired:**

|  |  |
| --- | --- |
|       | **$**      |

**Type of Employment Desired: Date Available to Start:**

|  |  |  |
| --- | --- | --- |
| Full Time: [ ]  Yes [ ]  No | Part Time: [ ]  Yes [ ]  No | Date      -      -       |

**Do you know any language other than English?** [ ]  Yes [ ]  No

**If yes, indicate the language(s):**

**Language 1:**      [ ]  Read [ ]  Speak [ ]  Write **Language 2:**      [ ]  Read [ ]  Speak [ ]  Write

**Are you 18 years of age or older?** [ ] Yes [ ]  No

**Are you legally eligible for employment in the U.S.?** [ ]  Yes [ ]  No

(If offered employment, you will be required to provide documentation to verify eligibility).

**Check if you have served in**: [ ] AmeriCorps [ ] Peace Corps [ ] other national service (select all that apply)

**Have you ever been employed by VSUW before?** [ ]  Yes [ ]  No

**If yes, please list dates and positions:**

|  |
| --- |
|       |

**Are you related to any current VSUW employee?** [ ]  Yes [ ]  No

**If yes, please provide name and relationship:**

|  |
| --- |
|       |

**Have you ever pled “guilty” or “no contest” to or been convicted of a crime?** [ ]  Yes [ ]  No

**If yes, please provide dates and details:**

|  |
| --- |
|       |

**How were you referred to us?** [ ]  Job Board Which one? Other If “Other” please list:

 [ ]  Employee referral Who?       [ ]  Other:

**EMPLOYMENT HISTORY**

Provide the following information of your past three (3) employers, assignments or volunteer activities, starting with your current or most recent.

|  |  |  |
| --- | --- | --- |
| Employer:      | From:      | To: Currently Employed: [ ]       |
| Job Title:      | Address:      |
| Summarize the nature of work performed and job responsibilities:      |
| Supervisor Name and Title:      | Phone Number:(     )       **-**       | May we contact for reference?[ ]  Yes [ ]  No |
| Reason for Leaving:      | Hourly rate/salary:Start:       Per:       End:       Per:       |

|  |  |  |
| --- | --- | --- |
| Employer:      | From:      | To:       |
| Job Title:      | Address:      |
| Summarize the nature of work performed and job responsibilities:      |
| Supervisor Name and Title:      | Phone Number:(     )       **-**       | May we contact for reference?[ ]  Yes [ ]  No |
| Reason for Leaving:      | Hourly rate/salary:Start:       Per:       End:       Per:       |

|  |  |  |
| --- | --- | --- |
| Employer:      | From:      | To:      |
| Job Title:      | Address:      |
| Summarize the nature of work performed and job responsibilities:      |
| Supervisor Name and Title:      | Phone Number:(     )       **-**       | May we contact for reference?[ ]  Yes [ ]  No |
| Reason for Leaving:      | Hourly rate/salary:Start:       Per:       End:       Per:       |

**SKILLS AND QUALIFICATIONS**

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

|  |
| --- |
|       |

**EDUCATIONAL BACKGROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Location** | **Number of Years Completed** | **Did You Graduate?** | **Degree Earned** | **Course of Study** |
| High School      |       | [ ]  Yes [ ]  No  |       |       |
| College      |       | [ ]  Yes [ ]  No |       |       |
| Other      |       | [ ]  Yes [ ]  No |       |       |

**REFERENCES**

|  |  |  |
| --- | --- | --- |
| **Name and Relationship****(Please limit to one personal reference)** | **Phone Number or Email Address** | **Number of Years Known** |
|       |        |       |
|       |       |       |
|       |       |       |

**APPLICANT STATEMENT**

I certify the information I have provided in order to apply for and secure work with Valley of the Sun United Way (VSUW) is true, complete and correct.

I understand any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from VSUW’s service, whenever it is discovered.

I understand this application remains current for only 30 days. At the conclusion of that time, if I have not heard from VSUW and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I understand an employment offer is contingent upon passing a background check and drug screen. If I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant:       (Typed signature acceptable. No need to print and sign.)

Date:

**Please email completed, signed application to** [staffing@vsuw.org](http://vsuw-sp/HR%20team/Documents/Recruiting/staffing%40vsuw.org)

Valley of the Sun United Way is an equal-opportunity employer. We do not discriminate in hiring because of age, race, religion, color, national origin, sex or disability.