

APPLICATION FOR EMPLOYMENT
RACHEL CORRIE FOUNDATION FOR PEACE AND JUSTICE

The Rachel Corrie Foundation for Peace and Justice is an equal opportunity employer.

Overview of the hiring and employment process: This application is but one part of the hiring and employment process, which may include an interview, or other written materials. If you need an accommodation in order to complete any part of the hiring and employment process, please call the following number 360-754-3998.

Prior to completing this application be sure to read the **JOB DESCRIPTION** of the position for which you are applying. As you complete this application, please bear in mind that we reserve the right to check all information for accuracy and completeness.

GENERAL INFORMATION

DATE: _____

WHAT DAYS/HOURS ARE YOU AVAILABLE TO WORK?

ARE YOU AVAILABLE FOR OCCASIONAL EVENING AND WEEK-END FOUNDATION EVENTS?

☐ Yes ☐ No

BASED ON THE JOB DESCRIPTION OF THIS POSITION FOR WHICH YOU ARE APPLYING, ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU HAVE APPLIED?

(Note: You may later be asked to demonstrate your ability to perform the essential functions)

☐ Yes ☐ No

PERSONAL DATA

NAME: _____
Last First Middle

ADDRESS: _____
Street

City State Zip code Email

TELEPHONE NUMBER: Home: () _____ Business: () _____ Mobile: () _____

DO YOU HAVE A LEGAL RIGHT TO WORK IN THE U.S.? ☐ Yes ☐ No

ARE YOU OVER THE AGE OF 18? ☐ Yes ☐ No

EDUCATION AND TRAINING

HIGH SCHOOL ATTENDED: _____
Name

City State Year of Graduation

POST SECONDARY EDUCATION: _____
College, University, Trade or Business School

City State Years attended

Major Area of Study Degree/Certification

POST SECONDARY EDUCATION: _____
College, University, Trade or Business School

City State Years attended

Major Area of Study Degree/Certification

OTHER TRAINING RECEIVED (Special courses, work training programs, armed forces training, etc.)

SPECIAL QUALIFICATIONS AND SKILLS

EMPLOYMENT RECORD

Please list below all present and past employment information and/or substantive volunteer work beginning with the most recent position and ending with your first, if appropriate. Use a separate page, if necessary. Take time to fill in these blocks carefully. Your qualifications depend in a large part on your employment history. Indicate if you are now unemployed or if you have never been employed.

May inquiries be made of your present employer regarding your qualifications and record of employment? (A "no" will not affect your consideration for employment.) ☐ **Yes** ☐ **No**

1) Employer: _____

Title of Position: _____

Employment dates From: _____ **To:** _____

Address: _____

Supervisor: _____ **Phone:** _____

Duties and Responsibilities:

Salary History: Starting \$ _____ **Ending \$** _____

Reason for Leaving: _____

2) Employer: _____

Title of Position: _____

Employment dates From: _____ **To:** _____

Address: _____

Supervisor: _____ **Phone:** _____

Duties and Responsibilities:

Salary History: Starting \$ _____ **Ending \$** _____

Reason for Leaving: _____

3) Employer: _____

Title of Position: _____

Employment dates From: _____ **To:** _____

Address: _____

Supervisor: _____ **Phone:** _____

Duties and Responsibilities:

Salary History: Starting \$ _____ **Ending \$** _____

Reason for Leaving: _____

Please Use Separate Sheet if Necessary to Record full Employment History.

REFERENCES

PLEASE LIST THREE PERSONS WHO HAVE KNOWLEDGE OF YOUR PROFESSIONAL SKILLS, EXPERIENCE, CHARACTER, AND/OR ABILITIES. PREVIOUSLY LISTED SUPERVISORS MAY BE USED IN THIS SECTION.

	NAME	EMAIL ADDRESS	PHONE	RELATIONSHIP
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

IMPORTANT

I authorize and hold harmless, without reservation, any persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying résumé) to provide any information orally and/or in writing that may be requested to arrive at an employment decision, and waive any right of privilege, privacy and/or confidentiality I may have in this information and further waive all rights to bring an action for defamation, invasion of privacy, or similar causes of action, against anyone providing or seeking such information. This authorization and consent shall be valid in original, fax, or copy form.

Applicant's Signature _____ Date _____

All hiring and employment at Rachel Corrie Foundation for Peace and Justice is at-will. I understand this application is not an employment contract, nor can it be used to create one. Employment by Rachel Corrie Foundation for Peace and Justice has no specific term and may be terminated by the employee or Rachel Corrie Foundation for Peace and Justice with or without notice. I acknowledge that Rachel Corrie Foundation for Peace and Justice has not made any promises or representations that differ from those contained in this paragraph.

If I am offered a position with Rachel Corrie Foundation for Peace and Justice, I understand I must provide satisfactory documents to establish my identity and right to work in the United States and that failure to provide this evidence will result in the termination of my employment.

I understand that if I am offered a position with Rachel Corrie Foundation for Peace and Justice, I may be required to have a medical examination and drug test. If a drug test establishes the use of illegal substances, the offer of employment will be withdrawn.

I release and agree to hold harmless any individual, employer, business institution or government employer from all liability with regard to furnishing information to Rachel Corrie Foundation for Peace and Justice. I agree to release and hold harmless Rachel Corrie Foundation for Peace and Justice from all liability with respect to the receipt of such information.

I certify that I have provided information that is true and complete to the best of my knowledge, and will do so throughout the hiring process, including the information on this application form and in interviews. I further certify that I have answered all questions to the best of my ability, and will continue to do so, and that I have not withheld any information that would unfavorably affect my application for employment and will not do so as this process continues. I understand that falsified information or significant omissions orally or in writing may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

Applicant's Signature _____ Date _____