

# United Way of the Quad Cities Area

3247 East 35th Street Court, Davenport, IA 52807

## APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY)

Date: \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

### To the Applicant:

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, sex, handicap, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law.

|                 |  |         |                |               |
|-----------------|--|---------|----------------|---------------|
| <b>PERSONAL</b> | ( )  |         |                |               |
|                 | Name (Last   | First   | Middle Initial | Telephone No. |
|                 | Street Address   | City    | State          | Zip Code      |
|                 | Are you at least 18 years of age?    ___ Yes    ___ No    (Note: You will be required to furnish document to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.)           |         |                |               |
|                 | Have you ever been convicted of a felony?    ___ Yes    ___ No    If so, give the date(s) and nature of the offense(s). _____<br>(Note: Conviction does not necessarily disqualify you from employment and will be considered only if it relates to the job for which you are considered.) |         |                |               |
|                 | Person to be notified in case of emergency   | Address | Telephone No.  |               |

|                                      |
|--------------------------------------|
| How were you referred to United Way? |
| _____                                |
| _____                                |
| _____                                |
| _____                                |
| _____                                |

|   |   |
|---|---|
| <b>INTERESTS</b>  | Position Applying For:    ___ Temporary    ___ Full-time    ___ Part-time |
|   | Title _____   |
|   | Salary Requirements _____ Date Available _____                            |
| Have you ever worked at this United Way or any United Way?    ___ Yes    ___ No    Where? _____ |   |

Name: \_\_\_\_\_

PLEASE BEGIN WITH YOUR PRESENT OR MOST RECENT EMPLOYER. ACCOUNT FOR ALL PERIODS OF EMPLOYMENT INCLUDING PART-TIME OR SHORT-TERM POSITIONS TO PRESENT.

|                           |                      |                |    |                                    |                 |              |                    |
|---------------------------|----------------------|----------------|----|------------------------------------|-----------------|--------------|--------------------|
| <b>EMPLOYMENT HISTORY</b> | Employer             | Dates Employed |    | Your title & description of duties |                 |              | Reason for leaving |
|                           |                      | From           | To |                                    |                 |              |                    |
|                           | Address              |                |    |                                    |                 |              |                    |
|                           | Immediate Supervisor | Full-time      |    | Part-Time                          | Starting Salary | Final Salary | Phone No.          |
|                           | Employer             | Dates Employed |    | Your title & description of duties |                 |              | Reason for leaving |
|                           |                      | From           | To |                                    |                 |              |                    |
|                           | Address              |                |    |                                    |                 |              |                    |
|                           | Immediate Supervisor | Full-time      |    | Part-Time                          | Starting Salary | Final Salary | Phone No.          |
|                           | Employer             | Dates Employed |    | Your title & description of duties |                 |              | Reason for leaving |
|                           |                      | From           | To |                                    |                 |              |                    |
|                           | Address              |                |    |                                    |                 |              |                    |
|                           | Immediate Supervisor | Full-time      |    | Part-Time                          | Starting Salary | Final Salary | Phone No.          |

Are you presently employed? \_\_\_Yes \_\_\_No      If so, may we contact your present employer? \_\_\_Yes \_\_\_No

| <b>EDUCATION</b> | Name and Address of Schools Attended | Circle last year completed | Major Field of Study | Diploma or degree?    |
|------------------|--------------------------------------|----------------------------|----------------------|-----------------------|
|                  | High School                          | 7 8 9 10 11 12             |                      | ___Yes ___No          |
|                  | College or University                | 1 2 3 4 more               |                      | ___Yes ___No<br>Type: |
|                  | Business/Technical                   | months attended            |                      | ___Yes ___No<br>Type: |
|                  | Other (Specify)                      |                            |                      | ___Yes ___No          |

**SPECIAL SKILLS**

If relevant, please describe word processing speed, software knowledge and office equipment experience.

If relevant, please describe experience in fund raising, health or human services, marketing, community relations, etc.

**EMPLOYMENT REFERENCES**

List individuals familiar with your job qualifications (no relatives or personal friends).

|              |                   |
|--------------|-------------------|
| Name         | Day Phone ( )     |
|              | Evening Phone ( ) |
| Address      |                   |
| Relationship | How long known?   |
| Name         | Day Phone ( )     |
|              | Evening Phone ( ) |
| Address      |                   |
| Relationship | How long known?   |
| Name         | Day Phone ( )     |
|              | Evening Phone ( ) |
| Address      |                   |
| Relationship | How long known?   |

List any additional experiences, skills and qualifications which may qualify you for employment with United Way.

### Please Read Carefully Before Signing This Form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information. I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. Regardless of whether or not I become employed by United Way, I recognize that this application is not and should not be considered a contract of employment. I understand that acceptance of an offer of employment does not create any contractual relationship and that my employment and compensation are subject to termination without any minimum or guaranteed period of employment.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

***Thank you for your interest in United Way of the Quad Cities Area***