



**APPLICATION FOR EMPLOYMENT**

**PLEASE PRINT**

**Date of Application:** \_\_\_\_\_

**Position(s) Applied For:** \_\_\_\_\_

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

Last
First
Middle

Address: \_\_\_\_\_  

Street
City/State
Zip Code

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you currently employed:  Yes  No

May we contact your current employer:  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full-Time  Part-Time  Temporary

If part-time, number of hours available to work: \_\_\_\_\_

What are your salary requirements? \_\_\_\_\_

How did you hear about this position?  Newspaper  Kaleideum Website  Triad JobNet  Other \_\_\_\_\_

Have you been convicted of any criminal offense (other than a minor traffic violation)?  No  Yes

Are you now or have you ever been a registered sex offender?  No  Yes

If you answered **Yes to either of the questions above**, list the conviction, date, and county and state of conviction:

Conviction	Date	County / State

*(Conviction of any criminal offense will not necessarily disqualify applicant from employment).*

<b>EDUCATION AND TRAINING</b>				
	Name and Address of School	Course of Study	Years Completed	Type of Degree, Diploma or Certificate Received
High School				
Undergraduate College				
Graduate / Professional				
Other (Specify)				

<b>ADDITIONAL TRAINING</b>			
Fields of work for which you are licensed, registered or certified. Give date/source of issuance.	<b>List any coursework relevant to this position:</b>		
	Course	Hrs	Grade
Additional knowledge, skills, and abilities you possess that would be valuable for this position:			
List any Associations, Organizations or Affiliations you belong to:			

**SPECIALIZED SKILLS:** *Check where you have significant knowledge/experience.*

<b>Operating Systems</b> ✓	<b>Computer Programs</b> ✓	<b>List other Network, Database, Programming or Web Development Programs:</b>	
Windows XP / 7:	Microsoft Word		
Windows Vista:	Microsoft Excel		
Raiser's Edge	Microsoft Access		
Financial Edge	Microsoft Publisher		
Altru	Microsoft PowerPoint		
Other: (Specify)	Adobe Acrobat		

<b>EMPLOYMENT RECORD:</b> <i>List your present or most recent position FIRST.</i>				
<b>A.</b>	<b>Title of Last / Current Position:</b>			
	Employer's Name: _____		Starting Salary: \$	
	Employer's Address: _____		Last/Current Salary: \$	
	Supervisor's Name/Title: _____		Reason for Leaving / Applying:	
	Supervisor's Phone: _____			
Start Date:	Mo:	Yr:	List major job duties/responsibilities, beginning with the most important:	
End Date:	Mo:	Yr:		
Full Time	Yrs:	Mos:		
Part Time	Yrs:	Mos:		
If part time, hrs / wk:				
<b>B.</b>	<b>Title of Previous Position:</b>			
	Employer's Name: _____		Starting Salary: \$	
	Employer's Address: _____		Last/Current Salary: \$	
	Supervisor's Name/Title: _____		Reason for Leaving / Applying:	
	Supervisor's Phone: _____			
Start Date:	Mo:	Yr:	List major job duties/responsibilities, beginning with the most important:	
End Date:	Mo:	Yr:		
Full Time	Yrs:	Mos:		
Part Time	Yrs:	Mos:		
If part time, hrs / wk:				
<b>C.</b>	<b>Title of Previous Position:</b>			
	Employer's Name: _____		Starting Salary: \$	
	Employer's Address: _____		Last/Current Salary: \$	
	Supervisor's Name/Title: _____		Reason for Leaving / Applying:	
	Supervisor's Phone: _____			
Start Date:	Mo:	Yr:	List major job duties/responsibilities, beginning with the most important:	
End Date:	Mo:	Yr:		
Full Time	Yrs:	Mos:		
Part Time	Yrs:	Mos:		
If part time, hrs / wk:				

**REFERENCES:** *Persons other than relatives who are in a position and willing to certify to your character, ability, experience and qualifications for the position.*

<b>A</b>	Name: _____	Address: _____
	Relationship to you: _____	Phone(s): _____
<b>B</b>	Name: _____	Address: _____
	Relationship to you: _____	Phone(s): _____
<b>C</b>	Name: _____	Address: _____
	Relationship to you: _____	Phone(s): _____

**EQUAL OPPORTUNITY PLEDGE:** Kaleideum is an Equal Opportunity Employer. Kaleideum reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, national origin, age, sex, sexual orientation, religion, marital status or disability.

**APPLICATION CERTIFICATION:** I hereby certify that all information on this Application is true and complete to the best of my knowledge and belief. I understand that Kaleideum may seek to verify any information provided on this application. I understand that false or misleading information or documentation, or an omission or failure to include all relevant information may result in removal from the selection process, or termination if already hired.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_