

# Heartland United Way Employment Application



*Heartland United Way seeks diverse, qualified professionals who want to make a difference in the world. If you are passionate about your work and desire to help others achieve enhanced education, income, and health, Heartland United Way is the place for you.*

*Heartland United Way is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, age, and other legally protected characteristics.*

**NAME:** First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Date: \_\_\_\_\_

For checking prior records, provide other names under which you have worked: \_\_\_\_\_

**ADDRESS:**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**AVAILABILITY:**

\_\_\_\_\_ Part Time \_\_\_\_\_ Full Time When will you be available to start work? \_\_\_\_\_

Specify part time hours: \_\_\_\_\_ Will you work overtime if needed?: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ Sat./Sun. \_\_\_\_\_ Holidays

Position desired: \_\_\_\_\_ Compensation Range Desired: \_\_\_\_\_

If under 18 years of age, can you provide proof of your eligibility to work? \_\_\_\_\_ No \_\_\_\_\_ Yes

Do you have relatives currently employed by Heartland United Way? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, please specify: \_\_\_\_\_

(Determination of employed relatives does not exclude an applicant, but is used to prevent placement which may cause conflicts of interest.)

List names of educational institutions you attended relevant to the position you are seeking:

Educational Institution/Location	Course of Study	Certificate/Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List professional organizations, memberships, volunteer activities which may be *job relevant*. (Exclude those which indicate race, color, creed, religion, age, national origin, or sex.)

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List relevant skills and/or experience with office software and equipment which may be *job relevant*.

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Computer programs you are proficient in using.  
Check all that apply. List specific programs.

Additional skills you are proficient. Check all that apply and list additional details where applicable.

Word Processing \_\_\_\_\_

Office - phone, copying, faxing

\_\_\_\_\_

Social Media – List all:

Presentations \_\_\_\_\_

Outlook – email, calendar, address

\_\_\_\_\_

Mail Merging, creating tables

Excel Spreadsheet \_\_\_\_\_

Coordinating Events and Meeting Arrangements

\_\_\_\_\_

Website Design

Database \_\_\_\_\_

Creating Newsletter

\_\_\_\_\_

Designing publications – List examples:

Quickbooks \_\_\_\_\_

Google Apps: List:

\_\_\_\_\_

Recruiting Volunteers

Windows Ver. \_\_\_\_\_

Other \_\_\_\_\_

Macintosh Ver. \_\_\_\_\_

Social Media \_\_\_\_\_

Beginning with your present or most recent position, list the last three jobs you have held, including a summary of major duties, software activities, etc. Indicate military experience. **Please attach résumé to application.**

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Titles: Start: \_\_\_\_\_ Last: \_\_\_\_\_ Salary: Start: \_\_\_\_\_ Final: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If current supervisor, may we contact? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Brief description of duties:

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Titles: Start: \_\_\_\_\_ Last: \_\_\_\_\_ Salary: Start: \_\_\_\_\_ Final: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If current supervisor, may we contact? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Brief description of duties:

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Titles: Start: \_\_\_\_\_ Last: \_\_\_\_\_ Salary: Start: \_\_\_\_\_ Final: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If current supervisor, may we contact? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Brief description of duties:

Summarize prior relevant experience and fill in periods of unemployment or periods not accounted for in previous sections. Use a separate sheet of paper if you need more space.

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I hereby affirm that the information provided on this application, and on any résumé I have furnished, is true and complete to the best of my knowledge. Any false information or significant omissions may disqualify me from further consideration for employment and, should I be employed by Heartland United Way, may justify termination of my employment if discovered at a later date.

I hereby authorize Heartland United Way to contact the persons, schools, employers and other organizations named in this application or any accompanying résumé approved below to confirm the information which I have provided to obtain any additional information needed to make an employment decision about me.

Heartland United Way is authorized to contact:

\_\_\_\_\_ All employers named on this application and any accompanying résumé.

\_\_\_\_\_ All employers named on this application and any accompanying résumé, except my current employer.

If authorization to contact current employer is withheld by applicant and a contingent offer of employment is made to applicant by Heartland United Way to secure approval for current references, Heartland United Way may rescind offer of employment upon receipt of unsatisfactory references.

I also hereby authorize the persons and entities named to provide Heartland United Way with the information that may be requested. In addition, I hereby waive and release any claims I may have against Heartland United Way in accordance with conducting these reference checks.

*I hereby acknowledge I have read and understand the above statement.*

Signature: \_\_\_\_\_

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