



**NORTHERN ROCKIES**

**Employment Application**

REV 05/2013

**VOLUNTEERS OF AMERICA NORTHERN ROCKIES IS AN EQUAL OPPORTUNITY EMPLOYER.**  
**Applicants are considered for employment positions without regard to race, religion, creed, gender, national origin, age disability, marital, veteran or any other legally protected status.**

Prior to employment, an applicant must successfully complete a background check and a drug screen.  
 No application will considered unless all information requested on this form is completed in full.

**Personal Information**

Print Name Exactly as it appears on Social Security Card:		Date of Application:	
Address:	City:	State:	Zip Code:
Personal Email Address:	Telephone No:	Alternate Telephone No:	

**Eligibility**

Are you legally eligible for employment in the U.S.? <b>YES      NO</b>	Are you at least 21 years of age? <b>YES      NO</b>	Do you have any felony or misdemeanor convictions? <b>YES      NO</b>	If yes, please explain:
Have you served in the U.S. Military? <b>YES      NO</b>	Branch of service:	Discharge date:	Are you in the Reserves? <b>YES      NO</b>

**Intent and Availability**

Name of the position you are applying for:	Salary Requested:	Date Available for work:
What type of position are you seeking? PERMANENT:      FULL TIME: TEMPORARY:      PART TIME:	What hours are you able to work? DAYS:                  EVENINGS: WEEKENDS:	If hired, what date can you begin working?
Have you applied or worked for VOA before? <b>YES      NO      WHEN?</b>	Are you related to a current or former VOA Employee? <b>YES      NO</b>	How did you learn about VOA? <b>Job Service</b> <input type="checkbox"/> <b>Newspaper</b> <input type="checkbox"/> <b>Friend</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>

**Employment Information**

Are you currently employed? <b>YES      NO</b>	May we contact your current employer? <b>YES      NO</b>	Are you willing to travel if the job requires it? <b>YES      NO</b>
Have you ever been terminated or asked to leave any job? <b>YES      NO      IF YES, WHEN?</b>		
Please explain:		

**Special Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or other experience:

Work History			
Employer:	Job Title:	Dates of Employment:	Reason for Leaving:
Address:	Name of Supervisor:		
Phone Number:	Ending Pay Rate:		
Briefly describe the work you performed:			

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Address:	Name of Supervisor:		
Phone Number:	Ending Pay Rate:		
Briefly describe the work you performed:			

Education		
Name of High School:	Name of College/University:	Name of Technical/Trade School:
Current Student: <b>YES</b> <b>NO</b>	Current Student: <b>YES</b> <b>NO</b>	Current Student: <b>YES</b> <b>NO</b>
Diploma Received? <b>YES</b> <b>NO</b>	Diploma Received? <b>YES</b> <b>NO</b>	Diploma Received? <b>YES</b> <b>NO</b>
GED Received? <b>YES</b> <b>NO</b>	Type of Degree:	Type of Degree or Certificate:
Describe course of study:	Describe course of study:	Describe course of study:

References: List three references, to whom you are not related, who are willing to provide professional and character references.		
Name:	Occupation:	Years of Acquaintance:
Address:		
Phone Number:		
Name:	Occupation:	Years of Acquaintance:
Address:		
Phone Number:		
Name:	Occupation:	Years of Acquaintance:
Address:		
Phone Number:		

**Applicant's Statement—PLEASE READ CAREFULLY**

My signature below certifies that this application was completed by me and that all entries on it and the information in it are true and complete to the best of my knowledge. I understand that if I provide false or misleading information or willfully omit information in this application for employment, on my resume, during my interview or during my employment if hired, I may be denied employment or subject to discipline, up to and including termination of employment.

I authorize VOANR to investigate and verify all statements contained in this application for employment and in all data that I provide to VOANR. I authorize all schools, individuals and employers named in this application for employment, except my current employer if noted, to provide information requested about me. I hereby release from liability VOANR and its representatives for seeking such information about me.

I acknowledge and agree that unless otherwise defined by applicable law, any employment relationship with Volunteers of America Northern Rockies is of an "at will" nature. This means that either myself or VOANR may terminate my employment at any time, for any reason or for no reason, with or without cause or notice. I understand that nothing in this application for employment or in the granting of any interview or any offer of employment creates a contract of employment or provides any benefit unless a specific document to that effect is executed by the President/CEO of Volunteers of America Northern Rockies.

I understand that to be employed by VOANR I must be authorized to work in the United States and must provide documents to establish my eligibility to do so.

Further, I understand that if I am employed, I will be required to abide by all rules, regulations, policies and procedures of Volunteers of America Northern Rockies.

Signature of Applicant	Date

I understand that VOANR has a policy prohibiting the use of drugs and alcohol while on the job. I also understand that VOANR conducts drug and alcohol testing, including pre-employment testing and random testing during the course of employment. I agree to be tested in accordance with VOANR's policy and I understand that compliance with this policy is a condition of employment.

Signature of Applicant	Date