



Personal Information

First Name: *

Last Name: *

Email: *

Phone:

U.S. Equal Employment Opportunity/Affirmative Action Information

Individuals seeking employment are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, or sexual orientation. You are being given the opportunity to provide the following information in order to help us comply with federal and state Equal Employment Opportunity/Affirmative Action record keeping, reporting, and other legal requirements.

Please Note: Completion of this form is voluntary

Completion of the form is entirely voluntary. Whatever your decision, it will not be considered in the hiring process or thereafter. Any information that you do provide will be recorded and maintained in a confidential file.

Gender:

- Male
- Female
- Decline to self identify

Ethnicity:

- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race:

- White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American – A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races – All persons who identify with more than one of the above races.
- Decline to Self Identify

Veteran Status

- Special Disabled Veteran - You are considered a disabled Veteran if you are entitled to disability compensation under laws administered by the Veterans Administration for disability rated at a 30 per cent or more; or were discharged or released from active duty for a disability incurred or aggravated in the line of duty while serving in the United States Armed Forces at any time.
- Vietnam Era Veteran - A person who served on active duty for more than 180 days and was discharged or released other than dishonorably, any time in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or between August 5, 1964 and May 7, 1975 in all other cases; or was discharged or released from active duty for service connected disability if any part of such act of duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or between August 5, 1964 and May 7, 1975 in all other cases.
- Newly Separated Veteran - Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty. To clarify, Newly Separated Veterans are considered as such during the year after they are released or discharged from active duty.
- Other Protected Veteran - Person who served on active duty during a war (e.g. Korea), campaign (e.g. Desert Shield/Storm) or expedition (e.g. Persian Gulf, Panama) for which a campaign badge has been authorized.
- Not a Veteran.
- Decline to Self Identify

Employment History

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here or additional attachments.

1. Employer Name and Address:

Supervisor: _____ Telephone: _____ Email: _____

Pay: \$ _____

Position Title: _____

Duties/Skills:

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Start Date: _____ End Date: _____

Reason for Leaving:

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2. Employer Name and Address:

Supervisor: _____ Telephone: _____ Email: _____

Pay: \$ _____

Position Title: _____

Duties/Skills:

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Start Date: _____ End Date: _____

Reason for Leaving:

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3. Employer Name and Address:

Supervisor: _____ Telephone: _____ Email: _____

Pay: \$ _____

Position Title: _____

Duties/Skills:

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Start Date: _____ End Date: _____

Reason for Leaving:

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4. Employer Name and Address:

Supervisor: _____ Telephone: _____ Email: _____

Pay: \$ _____

Position Title: _____

Duties/Skills:

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Start Date: _____ End Date: _____

Reason for Leaving:

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Education

Institution	Years	Field of Study	Degree

Skills & Qualifications

Other qualifications such as special skills, abilities or honors that should be considered:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention:

References

Please list two personal references who are not relatives or former supervisors.

1.

Name	Address	Telephone	Occupation	Years known
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2.

Name	Address	Telephone	Occupation	Years known
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Information to the Applicant

I hereby certify that the information contained in the employment application is true and complete to the best of my knowledge. I understand that material omissions or falsification of this application in any detail may result in my disqualification from consideration for employment or for dismissal from employment.

I also understand that my employment is subject to a satisfactory check of references. I give The Institute for Faith, Work and Economics the right to investigate the information given and to secure additional information if necessary.

I understand that upon offer and acceptance of a position with The Institute for Faith, Work and Economics I will be required to immediately furnish documentation establishing my identity and eligibility to be legally employed in the United States.

I understand that The Institute for Faith, Work and Economics is in no way obligated to provide employment and also that I am in no way obligated to accept employment, if offered. This application does not bind either party, and the statements contained herein do

not constitute and should not be interpreted to constitute any sort of contract of employment for a specific period of time. I understand that a comprehensive background check will be conducted prior to an offer of employment.

Signature of Applicant

Date