



Application for Employment

Heifer Foundation considers applicants for all positions without regard to race, age, religion, national origin, color, creed, sex, veteran status, disability, or sexual orientation.

You must identify the specific position for which you are applying, as this application only applies to the position(s) for which you are applying. Furthermore, the position(s) must be open at the time of application to be valid.

(Please Print)

Position(s) Applied For _____ Date of Application _____

Name (Last) _____ (First) _____ (MI) _____

Address _____ City _____

State/Province _____ Country _____ Zip Code _____

Home Phone _____ Work Phone _____

E-mail address _____ Mobile Phone _____
(include area code) (include area code)

Are you currently employed? Yes No

May we contact you at your current job to arrange an interview? Yes No

May we contact your present employer for a reference? Yes No

Have you ever filled out an application with us before? Yes No
 If yes, give date _____

Have you ever been employed with us before? Yes No
 If yes, give date _____

Are you eligible to work in U.S.? Yes No
 (Proof of citizenship or immigration status will be required upon employment).

On what date would you be available for work? _____

Are you seeking: (Check all that apply) Full Time Part Time Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if the job requires it? Yes No

Other than traffic violations, have you ever been convicted of a crime? Yes No
 If so, describe in full, including dates (conviction of a crime is not an automatic bar to employment; all circumstances will be considered): _____

We Are An Equal Opportunity/Affirmative Action Employer By Choice

Educational Background

School and Location (City, State)	Year of Graduation	Degree Obtained

Employment and Volunteer Information

List all prior work experience, including military service, beginning with your most recent employment. (Include all work experience even if you do not believe that experience to be related to the position or positions for which you are applying.) You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week which you performed these duties. If you do not have enough space to list all your work experience, use a separate sheet for continuation. If you wish to include a resume you must still complete the entire application.

1. Current or most recent employer	Employment dates
Business phone number	From _____ Month Year
Complete mailing address City State Zip	To _____ Month Year
Supervisor's Name	Average hours worked per week _____
Name under which employed	
Your job title	
Your job duties (be specific)	Salary \$ _____ \$ _____ Lowest Highest
Reason for leaving	
2. Current or most recent employer	Employment dates
Business phone number	From _____ Month Year
Complete mailing address City State Zip	To _____ Month Year
Supervisor's Name	Average hours worked per week _____
Name under which employed	
Your job title	
Your job duties (be specific)	Salary \$ _____ \$ _____ Lowest Highest
Reason for leaving	
3. Current or most recent employer	Employment dates
Business phone number	From _____ Month Year
Complete mailing address City State Zip	To _____ Month Year
Supervisor's Name	Average hours worked per week _____
Name under which employed	
Your job title	
Your job duties (be specific)	Salary \$ _____ \$ _____ Lowest Highest
Reason for leaving	

4. Current or most recent employer	Employment dates
	From _____ Month Year
	To _____ Month Year
	Average hours worked per week _____
	Salary
	\$ _____ \$ _____ Lowest Highest
	Reason for leaving

References

Please list three (3) persons not related to you, who have knowledge of your work qualifications and can serve as a reference for you.

Name	Address	Telephone
1.		
2.		
3.		

Special Skills

Please indicate any foreign language skills: Please indicate Beginner, Intermediate, Advanced:

Language	Read	Write	Fluency / Speak

List any other skills relative to the job(s) for which you are applying:

Applicant's Consent

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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I understand that Heifer Foundation will make a thorough review of my entire work history, verify all data given in my application, related papers or oral interviews as well as conduct a criminal background check. I authorize such investigation and the giving and receiving of any information requested by Heifer Foundation. I release from liability any person giving or receiving such information. I understand that falsification of data given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

I further understand that this is an application for employment and that no employment contract is being created.

I understand that if chosen for an interview I must provide my Social Security number and date of birth for the purposes of a criminal background check. Further, in the event that I am hired I agree to provide a valid drivers license for the purpose of a traffic violation review.

If I am not hired due to information contained in the background screen report, I will be notified in writing and a copy of the said report will be supplied to me with a written summary of my rights under the Fair Credit Reporting Act of 1970 as amended in 1996.

I have read and understand the above.

Signature _____ Date _____

For Human Resource Department Use Only

Interview scheduled _____
Hired _____

NOTES:



Voluntary Affirmative Action Information

Completion of this section is voluntary. It is designed to collect information for our affirmative action plan.
Please be advised that your responses are NOT a part of your official application.

Heifer Foundation is an Equal Opportunity Employer. We do not discriminate in hiring or employment because of race, color, creed, national origin, sex, disability or veteran status. Various government agencies request statistical information regarding our hiring practices. Your cooperation in completing this section is completely voluntary. Any information gathered is strictly confidential. Your answers will in no way be used against you. Thank you for your cooperation.

Date: _____

Position applied for: _____

Referral Source:

- Advertisement
If so, which publication? _____
- Employee
If so, which employee? _____
- School
If so, which school? _____
- Relative Walk-in Employment Agency Volunteer Internet Other

Date of Birth: _____ Male Female

Check the category that best defines your race/ethnic designation:

- I choose not to disclose
- White (Descendant of the original peoples of Europe, North Africa, or the Middle East)
- Black (Descendant of the black racial groups in Africa)
- American Indian or Alaskan Native (Descendant of any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition)
- Asian or Pacific Islander (Descendant of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands)
- Hispanic (A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultural origin, regardless of race)