

# Employment Application

**Unitarian Universalist Fellowship of San Dieguito (UUFSD)** is an equal opportunity employer. It is our policy that all applicants be considered solely on the basis of qualifications and ability without regard to race, religion, color, gender, age, national origin or disability.

## Personal Information

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_

AKA Names: \_\_\_\_\_

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

Street City State Zip Code

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

Street or P.O. Box City State Zip Code

Home Telephone: \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

Home email address: \_\_\_\_\_ Referred by: \_\_\_\_\_

## Educational Background

	Name and Location of School	Highest Grade/Degree Completed	Major Area of Study
High School	_____	_____	_____
College	_____	_____	_____
College	_____	_____	_____
Trade, Business or Graduate	_____	_____	_____

## Position

Position for which you are applying: \_\_\_\_\_

Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_ Hours you can work \_\_\_\_\_

Are you currently employed?  YES  NO If so, may we inquire of your present employer?  YES  NO

Have you ever applied to UUFSD before?  YES  NO If so, when? \_\_\_\_\_

Are you willing to work overtime?  YES  NO Are you available to work:  F/T  P/T  On Call  Temp

## Employment Experience

List below previous employers covering a 10-year period, starting with your present or last place of employment. You may include in such history any verified work performed on a volunteer basis.

Date From/To	Name, Address & Telephone of Employer	Position & Title	Name of Supervisor	Reason for Leaving

## U.S. Military Service

Branch/Duty Location	Military Specialty	Highest Rank	Special Honors/Special Training Service Schools Attended

## Specialized Technical Skills

List computer programmer/language, software, equipment operation, special tools or machines used that would be pertinent to the position you are applying for.

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## Professional References

Give the names of at least three professional references (people with whom you have worked). Please include at least one direct manager or supervisor.

Name & Occupation/Title	Email Address	Telephone Number	Years Known

## Other Information

If driving is a requirement of the job for which you are applying, do you have a current valid driver's license?

YES  NO

*(Note: If driving is a requirement of the job for which you are applying, continued employment is contingent on your maintaining a current driver's license.)*

Are you able, at the time of employment, to submit verification of your legal right to work in the United States?

YES  NO

*(Note: Verification and completion of the I-9 form must be submitted on the first day of employment.)*

## Applicant's Statement

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification were discovered, it will constitute grounds for dismissal. I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

I understand and agree that, if employed by UUFSD, I will abide by its rules and regulations, which I understand are subject to change. I understand that all UUFSD employees are "at will" employees. This means that if I am hired by UUFSD, I may resign my employment at any time, for any or no reason. Similarly, UUFSD may terminate my employment at any time, with or without notice, for any or no reason. No promise or representation contrary to the foregoing is binding on UUFSD unless made in writing.

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Printed Name

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Signature

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Date