

# Application for Employment or Volunteer Services

## Personal Information

Date of Application \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Apt. City, State Zip

Alternate Address: \_\_\_\_\_  
Street City, State Zip

Contact Information: ( ) ( ) \_\_\_\_\_  
Home Phone Mobile Phone Email

POSITION SOUGHT: \_\_\_\_\_  
\_\_\_\_ Paid Full Time  
\_\_\_\_ Paid Part Time  
\_\_\_\_ Volunteer

Desired Pay Range, if applicable: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

IF part-time employee or volunteer, days and times available

## EDUCATION:

	Name & Location	Graduate? Degree?	Major/Subjects of Study
High School	_____		
College or University	_____		
Specialized Training,	_____		
Trade School, etc.			
Other Education	_____		

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position.

**STATEMENT OF PRACTICE**

In order to safeguard the well-being of the youth served, The Foxfire Fund, Inc. will investigate the accuracy of the data provided in the application process for all applicants before appointment to the volunteer or employee staff can be made. This investigation may include, but is not limited to, reference checks with past employers, educational institutions, volunteer organizations, and civic groups. If a volunteer job offer is made to you, the offer will be conditional upon your satisfactory completion of a background check before you begin. If a paid job offer is made to you, the job offer will be conditional upon your satisfactory completion of a background check before you begin.

Have you ever been convicted of, or pled nolo contendere (“no contest”) to a charge of a crime?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently using illegal drugs?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged with child neglect or abuse?

Yes \_\_\_\_\_ No \_\_\_\_\_

Has your driver’s license ever been suspended or revoked?

Yes \_\_\_\_\_ No \_\_\_\_\_

Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to any question above, please describe in full below.

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Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been bonded? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which employer? \_\_\_\_\_

**References:**

Name	Address	Telephone	Relationship
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Employment History:**

Dates: \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Dates: \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Dates: \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_

Job Duties: \_\_\_\_\_

**Type of volunteer work preferred: (Check any that apply.)**

\_\_\_ Clerical, bulk mails (folding, stuffing envelopes), etc.

\_\_\_ Archival work (scanning negatives/completing reports/filing/copying/transcribing/research)

\_\_\_ Special events (Mailings, Festival work, contacting businesses for donations, pick up donated items, etc.)

\_\_\_ Tour guide at the Museum & Heritage Center (must be trained and able to traverse hilly terrain)

\_\_\_ Transportation for students on interviews

\_\_\_ Grant writing (Please list experience)

\_\_\_ Running gift shop (making retail sales, assisting customers, stocking shelves)

\_\_\_ Other (describe) \_\_\_\_\_

**Areas of expertise:**

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**Hobbies, interests, special skills:**

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**Person to notify in case of emergency:** \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_