



APPLICATION FOR EMPLOYMENT

(For Internal Use Only) Application Received By: _____ Date: _____

PERSONAL INFORMATION

Date of Application: _____

Name:

Last First Middle

Address:

Street (Apt) City/State Zip

Contact Information:

(____) _____ (____) _____ _____

Home Telephone

Mobile Telephone

Email

How did you learn about HHF / HBH? _____

Position Sought: _____ Available Start Date: _____

Desired Pay Range: _____ Are you currently employed? _____

Are you legally eligible for employment in the U.S.? YES or NO (circle one)

Are you able to perform the essential functions of the position with or without accommodations?

YES or NO (circle one)

Education

| | Name & Location | Graduate / Degree | Major Subjects |
|-----------------------|-----------------|-------------------|----------------|
| High School | | | |
| College | | | |
| Trade / Certification | | | |
| 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.

Please list types of computer software and programs you are familiar with operating.



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Employment History

List most recent employment first. Include summer or temporary jobs. Be sure all your experience related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary.

May we contact your current employer? YES or NO (circle one)

| | |
|------------------|--------------------|
| Company Name: | Employment Dates: |
| Address: | Phone #: |
| Title: | Supervisor: |
| What did you do? | Why Did you leave? |

| | |
|------------------|--------------------|
| Company Name: | Employment Dates: |
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| | |
|------------------|--------------------|
| Company Name: | Employment Dates: |
| Address: | Phone #: |
| Title: | Supervisor: |
| What did you do? | Why Did you leave? |

Availability

How soon can you begin work? _____

How many hours a week would you like to work? _____

Are you available to work on Saturdays? YES or NO (circle one)

What is your availability? (Mark with an X)

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------|---------------|----------------|------------------|-----------------|---------------|-----------------|
| AM 9:30 – 1:30 | | | | | | |
| PM 1:30 - Close | | | | | | |

I have read and understand the position description and can perform the essential functions with or without reasonable accommodation. I answer every question on this application completely, truthfully, and correctly. I understand that if I am hired and any of the information I provided is found to be untruthful, misstated, or purposefully omitted, I could lose my job. I understand that this application is not an offer, promise, or contract of employment, either expressed or implied. My employment would be “at will” and could be terminated by either Historic Huntsville Foundation or me at any time, with or without cause.

Applicant's Signature

Date