

# GETTYSBURG FOUNDATION

## APPLICATION FOR EMPLOYMENT

The Gettysburg Foundation is an equal opportunity employer. Employment decisions, including all hiring decisions, are made without regard to race, color, religion/creed, sex, national origin, ancestry, age, pregnancy, non-job-related disability, veteran status, possession of a General Education Development Certificate as compared to a high school diploma, or any other trait protected by applicable federal, state, or local laws. We strive to hire the hardest working and most qualified individuals.

Please complete the entire application truthfully. Any falsifications or omissions may be grounds for immediate dismissal. If a given question is not applicable to you, you should answer N/A. An incomplete application will not be accepted. Please print.

Last Name	First Name	Middle Initial
Address    Number                      Street	City	State              Zip Code
Telephone Number(s)	Social Security Number	
Position(s) Applied For	Date You Can Start	

Are you at least 18 years of age?  Yes       No

If you are not at least 18 years of age, how old are you? \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes       No

Have you ever filed 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 currently employed?  Yes       No

If no, how long have you been unemployed? \_\_\_\_\_

Are you available to work full time?  Yes       No

Are you able to perform all of the essential functions of the job that you have applied for with or without a reasonable accommodation?  Yes       No

Have you ever been convicted of, or pled guilty to, any felony or misdemeanor crime?  Yes  No

If you answered yes above, please list all crimes which you have been convicted of or pled guilty to and include the date of the offense. Please note that you will not automatically be excluded from consideration based upon a criminal record. Your suitability for the position sought will be evaluated based upon the circumstances in order to determine whether the criminal record renders you unsuitable for the job.

Have you been discharged or fired from any job that you have held within the past 10 years?  Yes  No

If you answered yes above, please describe the circumstances involved. \_\_\_\_\_

Please list the skills and/or qualifications which you feel would especially qualify you for the position for which you have applied.

**CURRENT EMPLOYMENT**

May we contact your present employer?  Yes  No Current rate of pay \_\_\_\_\_

Employer's name \_\_\_\_\_ Immediate supervisor \_\_\_\_\_

Employer's address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Description of current position and job duties \_\_\_\_\_

Has your employer taken any disciplinary action against you within the last two years?  Yes  No

If yes, explain the discipline and the reasons in detail. \_\_\_\_\_

**EDUCATION**

High school \_\_\_\_\_ Number of years completed \_\_\_\_\_

University/college/trade school \_\_\_\_\_ Number of years completed \_\_\_\_\_

Major/Degree \_\_\_\_\_ Other education \_\_\_\_\_

**FORMER EMPLOYERS** (List below your last four employers; do not skip any employers.)

Date Month & Year	Name & Address	Name of Supervisor/ Salary or Wage	Description of Job	Reason for Leaving
From				
To		\$		
From				
To		\$		
From				
To		\$		
From				
To		\$		

**REFERENCES** (List three persons not related to you, whom you have known at least one year.)

Name	Address and Phone #	Business	Years Acquainted

**APPLICANT'S AUTHORIZATION AND CERTIFICATION  
PLEASE READ CAREFULLY**

**I understand that providing false information on an application for employment is grounds for the Gettysburg Foundation to refuse to hire me, or to terminate my employment in the event that the misrepresentation is discovered after I have been hired.**

In submitting this application for employment, I authorize the investigation of all statements contained in it, and I understand that my current and/or former employers may be contacted to provide information concerning my suitability for employment, and that the references whom I have listed above will be contacted concerning my suitability for employment. I expressly authorize the Gettysburg Foundation to conduct such inquiries, and I release the Gettysburg Foundation and any responding parties from any and all liability associated with such inquiries.

I understand that in the event that I am hired, I will be hired as an at-will employee, and my employment may be terminated at any time, without or without cause, at the option of either the Foundation or myself. I understand that no representative of the Foundation except the Foundation's Board of Directors has any authority to enter into any legally binding employment agreement.

**I certify that I have read this entire employment application, including all information that I have provided on the application, and the entire statement set forth immediately above. I further certify that all of the information that I have provided on this employment application is true and correct.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_