



APPLICATION FOR EMPLOYMENT

The Capital Area Food Bank is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL:

Name _____ Date _____
 Last First Middle

Address _____
 Number & Street City State Zip Code

Position Sought _____ Full Time ___ Part Time ___

Date Available _____ Salary Desired _____ Phone Number _____

Are you over 18 years old? ___ Yes ___ No Email Address: _____

Are you legally eligible for employment in the United States? ___ Yes ___ No
 (If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (circle one) 1 2 3 4

Diploma: ___ Yes ___ No **G.E.D.:** ___ Yes ___ No

School(s) _____ City/State _____

College and/or Vocational School:

Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

645 Taylor St, NE, Washington, DC 20017-2063, 202-526-5344
 6833 Hill Park Drive, Lorton, VA 22079, 703-541-3063

Fax completed application to: 202-587-1330 or
 Email: humanresources@capitalareafoodbank.org

Other Degrees or Training:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____

State License Number _____

License Expiration Date _____

Other Professional Memberships _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

**This application for employment is good for 30 days only.
Consideration for employment after 30 days requires a new application.**

SKILLS:

Office: Please list all software skills:

Warehouse: Forklift training___ Inventory management___ Pulling/stocking orders___

Other Warehouse Skills _____

Have you ever been employed in any facility of the Capital Area Food Bank?

___ Yes ___ No

If so, please state facility name and location and dates of employment

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RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?

Yes No

If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer? Yes No

If any employment was under a different name, indicate name _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT PT No. of Hrs. _____

Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

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If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ____ Yes ____ No

If yes, explain: _____

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REFERENCES:

Professional	Personal
Name _____ Address _____ _____ Phone (____)_____ Email:_____	Name _____ Address _____ _____ Phone (____)_____ Email:_____
Name _____ Address _____ _____ Phone (____)_____ Email:_____	Name _____ Address _____ _____ Phone (____)_____ Email:_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Capital Area Food bank to verify their accuracy and to obtain reference information on my work performance. I hereby release the Capital Area Food Bank from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I

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understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____

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