



## 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

Phone Number \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Sought \_\_\_\_\_ Date Available \_\_\_\_/\_\_\_\_ Salary Desired \_\_\_\_\_  
Month/Year

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 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 \_\_\_\_\_

### PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held \_\_\_\_\_ State License No. \_\_\_\_\_ License Exp. Date \_\_\_\_\_

4900 Puerto Rico Avenue, NE, Washington, DC 20017-2063, 202-644-9800  
6833 Hill Park Drive, Lorton, VA 22079, 703-541-3063

Fax completed application to: 202-587-1330 or  
Email: [HumanResources@capitalareafoodbank.org](mailto:HumanResources@capitalareafoodbank.org)

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 two years.  
Consideration for employment after two years requires a new application.**

**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 \_\_\_\_\_

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**1) Employer** \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_    Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo/Yr    Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**2) Employer** \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_    Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo/Yr    Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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<b>3) Employer</b> _____ Address _____	
Telephone _____	Position _____ Dates of Employment: From _____ to _____ Mo/Yr Mo/Yr
Salary _____	Supervisor _____ Department _____
Reason for Leaving _____	

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

Have you ever been employed in any facility of the Capital Area Food Bank?  Yes  No

If hired, would you be willing to undergo our criminal background check and employment verification process? Yes  No

### **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 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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