

Nonprofit Staffing Solutions



Providing Staffing Solutions for the Nonprofit Community

202.785.2060 - phone
 202.785.2064 - fax
 1712 I St. NW Ste 306
 Washington DC 20006
www.nonprofitstaffingsolutions.com

APPLICATION FOR EMPLOYMENT

Nonprofit Staffing Solutions* is an equal opportunity employer committed to maintaining a diverse, mission-driven workforce. We maintain that policy in recruitment, hiring, career advancement, and all other human resources practices. Your job related experience and other qualifications will be considered without discrimination on grounds of age, race, color, religion, sex, physical or mental disability, sexual orientation, veteran or other protected status. All information in this application will be treated confidentially.

How did you find out about Nonprofit Staffing Solutions (NPSS)?

- NPSS Website
 Job Board
 Recruiter Contact
 Employee Referral
 Other

(Name of Source)

Type of employment desired:
 Temporary
 Temp-to-Hire
 Direct Hire
 Executive
 (Select all that apply)

PERSONAL (PLEASE PRINT NEATLY)

Position applied for:	Date:
Last Name: First Name:	Social Security #:
Street Address:	Home Phone:
City: State: Zip:	Business Phone:
E-Mail Address:	Cell Phone/Pager:
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Month & Year:
If hired, will you be able to furnish proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over the age of 18?
Date Available to Work:	Minimum Salary Requirement (circle one) \$ / hour \$ / year

* Nonprofit Staffing Solutions is a division of Nonprofit HR Solutions, LLC.

EMPLOYMENT HISTORY

Please list your three most recent employers, assignments, or volunteer activities. Please attach any explanations for gaps in employment.

Employer	Telephone	Dates Employed
		From:
		To:
Address		
		Annual Salary
Job Title		Starting:
		Ending:
Immediate Supervisor (Name and Title)		
		May we contact for a reference?
		<input type="checkbox"/> Yes
Reason for Leaving		<input type="checkbox"/> No
		<input type="checkbox"/> Later

Employer	Telephone	Dates Employed
		From:
		To:
Address		
		Annual Salary
Job Title		Starting:
		Ending:
Immediate Supervisor (Name and Title)		
		May we contact for a reference?
		<input type="checkbox"/> Yes
Reason for Leaving		<input type="checkbox"/> No
		<input type="checkbox"/> Later

Employer	Telephone	Dates Employed
		From:
		To:
Address		
		Annual Salary
Job Title		Starting:
		Ending:
Immediate Supervisor (Name and Title)		
		May we contact for a reference?
		<input type="checkbox"/> Yes
Reason for Leaving		<input type="checkbox"/> No
		<input type="checkbox"/> Later

EDUCATIONAL BACKGROUND

	Name & City	# of Years Attended	Graduated	Degree Received	Course/Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Post-Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business, Trade or Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT REFERENCES

Please list three names and telephone numbers of business/work references. These references should be professional references. Please do not list personal friends or relatives. PLEASE PRINT NEATLY.

Name/Title	Telephone/Email	Relationship

PROFESSIONAL MEMBERSHIPS

Please list professional, business or civic associations and any offices held related to the position that you're applying for:

Organization(s)	Office(s) Held

Please list any special accomplishments, publications, awards, or other relevant information relating to the position that you're applying for that you would like for us to consider:

Please read carefully before signing:

I understand that this employment application and any other Nonprofit Staffing Solutions documents are not contracts of employment and that any individual who is hired may voluntarily leave employment and may be terminated by Nonprofit Staffing Solutions at any time and for any legal reason. I understand that Nonprofit Staffing Solutions is an at-will employer and that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I further understand that Nonprofit Staffing Solutions can change its rules, policies, wages and benefits at any time, with or without advance notice.

The information I have provided on this application (and on the attached or previously emailed resume, if applicable) is accurate and complete to the best of my knowledge and subject to validation by Nonprofit Staffing Solutions. Any withholding of information or making false or misleading statements or omission on this application may result in rejection of employment, or if employed, termination of employment. Unless noted otherwise, I authorize the organizations, schools, or persons named in this application, to give Nonprofit Staffing Solutions any information it requests regarding my employment or academic history. I hereby release those organizations, schools, or persons from any liability for any damage whatsoever as a result of issuing this information.

In connection with my application for employment with its Client Organizations, I hereby authorize and release from all liability, Nonprofit HR Solutions, LLC, to contact my current and/or previous employers and other references provided by me, for the purposes of establishing and verifying information related to my dates of employment, reasons for termination of past employment, educational and professional credentials, skills, experience, abilities, work habits, character and other related information.

I understand and agree that Nonprofit HR Solutions, LLC may release such information to any of its Client Organization from which I seek employment, including various federal, state, and other agencies, including public and private sources that maintain records concerning my past activities and relating to my current and/or previous employment.

I understand that Nonprofit HR Solutions, LLC will use any reference related information obtained by my current/previous employers and/or other references provided by me for the sole purpose of presenting my candidacy to its Client Organizations and for no other purpose.

In the event an offer of employment is made, the offer will be subject to my providing documentation proving identity and eligibility for employment in the United States as required by the Immigration Reform and Control Act of 1986.

I acknowledge that a telephonic facsimile or copy of this form shall be as valid as the original.

Applicant Signature*

Date

Print Name

*If you are submitting this application electronically, completion of the 'Applicant Signature' box shall constitute your understanding of and agreement to the terms and conditions of this application.