**APPLICATION FOR EMPLOYMENT**

SPOON is an equal-opportunity employer, and its Human Resources practices comply with applicable laws and regulations. With respect to employment, volunteer participation and provision of service, SPOON shall not discriminate aga­inst any person on the basis of his/her race, religion, national origin, gender identity or expression, sexual orientation, age, marital status, family responsibilities, disability or veteran’s status or any other status protected by applicable law, and shall cause SPOON to comply with all requirements of law and regulation affecting employees. SPOON will make every effort to meet a request for disability accommodation. If you require accommodation to participate in our application process, please contact our office.

**Job Applying For:**

**Full name: Date:**

**Address:**

**Phone:**  **E-mail address:**

**Are you legally entitled to work in the United States?**

**Are you at least 18 years of age?**

**Have you applied here before? If so, when?**

**Do you have any commitments or agreements with another employer which might affect your employment here? If yes, please explain.**

**If selected for this position, when could you begin?**

**Are you looking for: \_\_Full-time \_\_Part-time \_\_Temporary \_\_Contract**

**What are your salary requirements? $\_\_\_\_\_\_\_\_\_/hour**

**Please list three references (work-related or involving experience relevant to this position), including name, company name and city, e-mail, phone, and relationship:**

|  |  |  |
| --- | --- | --- |
| 1. | 2. | 3. |

May we contact this reference? \_\_\_ May we contact this reference? \_\_\_ May we contact this reference? \_\_\_

#### APPLICATION FOR EMPLOYMENT: Administrative Assistant

Briefly **(1-2 sentences)** answer the following questions:

**What draws you to SPOON and to this position?**

**What qualifies you for this role?**

**On a 1-5 scale, with 1 being the least and 5 being the most, indicate your experience with the following:**

**\_\_\_\_Calendaring/Scheduling Meetings and Events**

**\_\_\_\_Booking Travel arrangements**

**\_\_\_\_CRM databases: data entry, running reports**

**\_\_\_\_Office organization and upkeep**

**\_\_\_\_Cloud-based and hardcopy filing systems**

**\_\_\_\_Transcribing/note-taking**

**\_\_\_\_Event/meeting coordination and logistics**

**\_\_\_\_Mac OS troubleshooting**

**\_\_\_\_PowerPoint presentations**

**\_\_\_\_Customer service**

**\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In which kinds of work environments are you most productive? Happy?**

**In three words, how would your colleagues describe you?**

**Affidavit**

I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment.

I understand that, if I am hired, I must produce applicable documents confirming my identity and showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that my prior employers, educational institutions, and other references, listed or not listed on this application, may be contacted by the Organization. These references are authorized to give the Organization any and all pertinent information they may have. I release all persons or entities involved, including the Organization, from all liability arising from this contact and provision of information.

I agree to submit to any post-offer, pre-employment testing or physicals, as required by the Organization.

I authorize the Organization to conduct a criminal history check and understand that unexpunged criminal convictions may be considered by the Organization in making hiring decisions.

I agree to conform to all the Organization policies, rules, and procedures.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract for employment between the Organization and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and the Organization has the same right.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email completed application, resume, and cover letter as attachments to hiring@spoonfoundation.org.**