

## 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?  Yes  No

Are you at least 18 years of age?  Yes  No

Have you applied here before?  Yes  No If so, when? \_\_\_\_\_

Do you have any commitments or agreements with another employer which might affect your employment here?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

If selected for this position, when you could begin? \_\_\_\_\_

Are you looking for:  Full-time  Part-time  Temporary  Contract

Where did you hear about this opportunity? \_\_\_\_\_

## 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](mailto:hiring@spoonfoundation.org).