



**United Way
of Kershaw County**

EMPLOYMENT APPLICATION

United Way of Kershaw County has invested in our community in significant and impactful ways over the years. Employees and volunteers alike are the most visible and precious asset of our United Way. As such, recruiting, screening, securing and engaging staff and volunteers is critical to our future and the trust our community associates with our brand and services. In order to safeguard the wellbeing of our United Way and those we serve, we may investigate the accuracy of data provided in the application process for all applicants before permanent appointment of staff/volunteer will be made. This process may include, but is not limited to, drug testing, reference checking with past employers, the military, schools, appropriate volunteer agencies, law enforcement and other government agencies.



_____ **POSITION APPLIED FOR** _____

Category: Paid Full-time _____
Paid Part-time _____
Volunteer _____

Salary Desired: _____
Date Available: _____

If Part-time or Volunteer (Days and times available) _____



GENERAL

Name: _____ Telephone: _____

All other names by which known at any time: _____

Address: _____
Street City State Zip

Email Address: _____

Have you ever been terminated involuntary from a paid or volunteer position or suspended from a job or educational institution? Yes ____ No ____

If yes, explain circumstances. _____

EDUCATION

<u>School</u>	<u>Name & Location</u>	<u>Major</u>	<u>From-To</u>	<u>Graduate</u>	<u>Degree</u>
College	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

If you did not graduate from any school you attended, state why: _____

Professional Societies, Associations, Awards, Publications: _____



OTHER

How or by whom referred you to the United Way of KC? _____

U.S. Citizen? Yes _____ No _____ Vista type, if not U.S. Citizen. _____

Military Service: Yes _____ No _____. If yes, which branch _____.
Dates of service _____

Do you have a valid driver's license? Yes _____ No _____. If yes, from which state. _____

Have you ever been bonded? Yes _____ No _____. If yes, with what employer(s) _____

Have you ever been arrested or convicted of a crime(s) in the past 10 years? Are any current criminal charges pending? Yes _____ No _____. If yes, describe. _____

Are you related to any UWKC employee? Yes____ No____
If "yes" please list the employee and your relation to them. _____

WORK EXPERIENCE (Past 10 Years)

Show present or last employer first and work back. Do not detail duties and responsibilities if described in attached resume. List all employers for this period. Use additional pages if needed.

Company Name _____ Your Title _____

Company Address _____
Number & Street City State Zip

Date Started _____ Date Left _____ Starting Salary _____ Last Salary _____

Supervisor's Name & Title _____ Telephone (____) _____

Description of duties and responsibilities _____

Reason for leaving _____

Company Name _____ Your Title _____

Company Address _____
Number & Street City State Zip

Date Started _____ Date Left _____ Starting Salary _____ Last Salary _____

Supervisor's Name & Title _____ Telephone (____) _____

Description of duties and responsibilities _____

Reason for leaving _____

Company Name _____ Your Title _____

Company Address _____
Number & Street City State Zip

Date Started _____ Date Left _____ Starting Salary _____ Last Salary _____

Supervisor's Name & Title _____ Telephone (____) _____

Description of duties and responsibilities _____

Reason for leaving _____

VOLUNTEER EXPERIENCE

Agency _____ Telephone (____) _____

Address _____
Number & Street City State Zip

Supervisor's Name & Title _____ Telephone (____) _____

Description of duties and responsibilities _____

Agency _____ Telephone (____) _____

Address _____
Number & Street City State Zip

Supervisor's Name & Title _____ Telephone (____) _____

Description of duties and responsibilities _____

=====

COMPUTER SKILLS

How would you rate your computer aptitude in the following areas:

1= no knowledge or skill

2= have heard of the program but not used it

3= familiar with but not fully proficient at (may need training)

4= well rounded knowledge and use of the program

5=consider myself an expert in this program

___ Apple operating system

___ FaceBook

___ Microsoft operating system

___ Instagram

___ Office Word

___ Twitter

___ PowerPoint

___ Microsoft Publisher

___ Excel

___ Other _____

___ Donation Tracker

___ Other _____

___ Boardable

___ Other _____

___ QuickBooks

Office machines you can operate: _____

=====

References: Please provide the names, position title, place of employment, and contact information of 3 people who you are okay with us to contact for reference. Please include at least one previous employer in your references who supervised you directly. Please do not include any one related to you as a reference.

1.

2.

3.

I certify that all answers given by me to all the questions on this application and any attachment are to the best of my knowledge true and that I have not withheld any pertinent information.

I understand that any omission, misrepresentation or false information submitted in connection with this application may result in refusal of or summary dismissal from employment.

I hereby agree that in the course of considering my application, you may make inquiry to ascertain information concerning my background and understand that, upon request, information as to the nature and scope of the inquiry, if one is made, will be provided to me.

Signature _____ Date _____

Driver's License Number: _____ Social Security Number: _____

Note: The Drivers License Number and Social Security number will be kept in strict confidence and used only for background checking. No information from this application will be shared with others. We will only contact your current employer with your permission and only if you are under serious consideration.

Applications will be kept on file for 90 days from submittal.