

PO Box 18607, Huntsville, AL 35804

www.foodbanknorthal.org

256-539-2256

***Job Application***

**Instructions**

Thank you for your interest in joining the Food Bank of North Alabama’s staff!

Please complete this **application** and submit it via email tojobs@fbofna.org or via mail to P.O. Box 18607, Huntsville, AL 35804.

* Please complete the entire application. We are unable to consider incomplete applications.
* Please click on the boxes to enter text.
* Please read and acknowledge the Certification and Release at the end of the application; otherwise, the application will be considered incomplete.

If you require assistance during any phase of the employment process, please contact the Food Bank of North Alabama at jobs@fbofna.org and write ASSISTANCE in the subject line. Every effort will be made to accommodate your needs in a reasonable amount of time.

**The Food Bank of North Alabama is an equal opportunity employer.** This application is intended to evaluate your qualifications for employment. This is not an employment contract. All qualified applicants will receive consideration without regard to race, color, religion, national origin, gender, disabilities or physical challenge, status with regard to public assistance, age, or any other characteristics protected by law.

This application will be considered active for **45 days**. If you wish to be considered for employment after 45 days, please complete another application.



###

### Application

### TODAY’s DATE:

### NAME: First:      Last:

PHONE: (   )

ALTERNATIVE PHONE: (   )

ALTERNATIVE PHONE: (   )

STREET ADDRESS:

CITY     , STATE    ZIP

### EMAIL

### POSITION APPLYING FOR:

 Would you also be interested in other positions? [ ] Yes [ ] No

 If yes, what other positions or areas would you be interested in?

 How did you learn about this position?

 What is your ideal number of hours per week?

 What date could you start?

 Do you have commitments or responsibilities that might affect your availability? *If yes, please elaborate:*

 Do you expect any changes in your availability within the next 12 months? *If yes, please elaborate:*

## BASIC QUESTIONS

[ ] Yes [ ] No If hired, can you furnish proof of identity and that you are eligible to work in the U.S.?

[ ] Yes [ ] No If hired, can you offer proof that you are at least 18 years of age?

[ ] Yes [ ] No Are you related to anyone who currently works at the Food Bank of North Alabama?

 If so, whom?

[ ] Yes [ ] No Have you ever been discharged by an employer? *If yes, please describe all terminations.*

[ ] Yes [ ] No Have you ever pled “guilty” or “no contest” to, or been convicted of a violation of the law other than a minor traffic violation?

 If yes, please provide the date, place and nature of the offense. *(Convictions will not necessarily disqualify an applicant from consideration.)*

 [ ] Yes [ ] No Have you ever participated in a pretrial diversionary program? If so, please provide the date, place and nature of the incident.

[ ] Yes [ ] No Have you been a defendant in a civil action for an intentional tort (e.g. civil charge for assault, battery, intentional infliction of emotional distress, false imprisonment, wrongful death, etc)?

[ ] Yes [ ] No Can you perform the essential functions of the position for which you have applied with or without reasonable accommodation?

Please list any periods of unemployment and how you spent this time.

**Military Status**

[ ] Yes [ ] No Have you served active-duty in the US Armed Forces, or the last two years worked for the

 U.S. Government as a civilian or military employee? If yes, please complete the following:

Branch of Service or Government:

Rank:       Title:       Dates:



**EMPLOYMENT HISTORY:** Please list most your most recent position first. Although we have asked you to attach a resume to this application, please complete this section as well.

Because we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical to the application process.

|  |  |
| --- | --- |
| **1** | **If currently employed, may we contact this supervisor?** **[ ]  Yes** **[ ]  No** COMPANY NAME      CITY       STATE    PHONE # (    )     -      . DATES EMPLOYED FROM       TO       JOB TITLE      SUPERVISOR’S NAME       SALARY $      PER      DUTIES      REASON FOR LEAVING       |
|  |
| **2** | **If currently employed, may we contact this supervisor? [ ]  Yes [ ]  No** COMPANY NAME      CITY       STATE    PHONE # (    )     -      . DATES EMPLOYED FROM       TO       JOB TITLE      SUPERVISOR’S NAME       SALARY $      PER      DUTIES      REASON FOR LEAVING       |
|  |
| **3** | **May we contact this supervisor? [ ]  Yes [ ]  No** COMPANY NAME      CITY       STATE    PHONE # (    )     -      . DATES EMPLOYED FROM       TO       JOB TITLE      SUPERVISOR’S NAME       SALARY $      PER      DUTIES      REASON FOR LEAVING       |
|  |
| **4** | **May we contact this supervisor? [ ]  Yes [ ]  No** COMPANY NAME      CITY       STATE    PHONE # (    )     -      . DATES EMPLOYED FROM       TO       JOB TITLE      SUPERVISOR’S NAME       SALARY $      PER      DUTIES      REASON FOR LEAVING       |
|  |
| **5** | **May we contact this supervisor? [ ]  Yes [ ]  No** COMPANY NAME      CITY       STATE    PHONE # (    )     -      . DATES EMPLOYED FROM       TO       JOB TITLE      SUPERVISOR’S NAME       SALARY $      PER      DUTIES      REASON FOR LEAVING       |
|  |
| **6** | **May we contact this supervisor? [ ]  Yes [ ]  No** COMPANY NAME      CITY       STATE    PHONE # (    )     -      . DATES EMPLOYED FROM       TO       JOB TITLE      SUPERVISOR’S NAME       SALARY $      PER      DUTIES      REASON FOR LEAVING       |

 **EDUCATIONAL Background:**



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| --- |
| Please indicate the highest level of education you have achieved to date:       |

|  |  |  |  |
| --- | --- | --- | --- |
| Please List the Schools Attended (Please include city & state) | # of Years Attended | Level Reached | Major/Minor |
|       |    | GED [ ] Graduated/Diploma [ ] Certificate [ ] Other [ ]  |       |
|       |    | GED [ ] Graduated/Diploma [ ] Certificate [ ] Other [ ]  |       |
|       |    | GED [ ] Graduated/Diploma [ ] Certificate [ ] Other [ ]  |       |

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| --- |
| **Administrative Skills:** Please list software applications, office equipment and administrative skills:     **Mechanical Skills:** Please list machines you are able to operate (forklift, for example) and length of experience on each type of machine.     **Non-traditional:** Please describe any of your education that was non-traditional or self-taught:       |

 **REFERENCES**

Please provide **three (3) professional** references and **one (1) personal** reference (no relatives) below.

|  |  |
| --- | --- |
| **PROFESSIONAL****Name:** **(First)**      **(Last)**      **Title:**     **Business Name:**     **Business Address:**      **Years Known:**  **Relationship:**     **Phone:**      **Alt. Phone:**      **Email:**      | **PROFESSIONAL****Name:** **(First)**      **(Last)**      **Title:**     **Business Name:**     **Business Address:**      **Years Known:**  **Relationship:**     **Phone:**      **Alt. Phone:**      **Email:**      |
| **PROFESSIONAL****Name:** **(First)**      **(Last)**      **Title:**     **Business Name:**     **Business Address:**      **Years Known:**  **Relationship:**     **Phone:**      **Alt. Phone:**      **Email:**      | **PERSONAL****Name:** **(First)**      **(Last)**      **Title:**     **Business Name:**     **Business Address:**      **Years Known:**  **Relationship:**     **Phone:**      **Alt. Phone:**      **Email:**      |

**Please continue.**

**CERTIFICATION AND RELEASE:**

**INITIALS:** I certify that I have read and understood this entire application and that my answers and statements on this application are complete and true to the best of my knowledge. I understand that any omission or misrepresentation of facts called for in this application may result in the rejection of my application or if hired, my discharge at any time during my employment.

**INITIALS:** I authorize the Food Bank of North Alabama and/or its agents to verify any of the information submitted in this application. I also authorize the Food Bank of North Alabama to obtain consumer reports, consumer credit reports and/or investigate consumer reports about me, including a criminal records search and education and employment verifications, in connection with this application or during my employment if hired. I fully release the Food Bank of North Alabama and all other employers, persons, corporations, partnerships, courts, law enforcement authorities and associations from all liabilities related to those investigations or disclosures.

**INITIALS:** I understand that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Food Bank of North Alabama. I agree that if I am employed, my employment shall be “at-will,” meaning that either the Food Bank of North Alabama or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

**I understand that if I am hired, my employment will be subject to a probationary period of no less than six months*.***

I also understand that if I am hired, federal and state immigration laws require me to provide proof of identity and legal authorization to work in the United States.

BY CHECKING THE BOX BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

 [ ]  NAME:

(The signature below can be submitted at a later date after receipt of the on-line application).

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

SIGNATURE:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Thank you for taking the time to apply for a position at the Food Bank of North Alabama.***

***We appreciate your interest.***