

**PERSONAL INFORMATION**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Social Security No. \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

**EMPLOYMENT DESIRED**

Type of position you are seeking? \_\_\_\_\_

How did you happen to apply for this position? \_\_\_\_\_

Date you can start? \_\_\_\_\_ Salary desired? \_\_\_\_\_ Ever applied to this Company before?  Yes  No

If yes, where? \_\_\_\_\_ When? \_\_\_\_\_ Are you employed now?  Yes  No

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

**GENERAL INFORMATION**

Have you ever been employed by this Company before?  Yes  No If yes,  
Where? \_\_\_\_\_

When? \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

Have you been convicted of a felony within the last 10 years?  Yes  No. If yes, please explain \_\_\_\_\_

(Conviction will not necessarily disqualify an applicant from employment)

Are you legally eligible for employment in this country?  Yes  No

(Proof of U.S. Citizenship or Immigration Status will be required upon employment)

**EDUCATION**

SCHOOL	NAME AND LOCATION	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
COLLEGE		Major _____			
		Minor			
HIGH SCHOOL		Major _____			
		Minor			
MASTERS TECHNICAL OTHER COURSES					



**NEIGHBORLINK FORT WAYNE FOUNDATION, INC.**

**Pre-Employment Form  
Applicants Applying for Positions in Indiana**

**DRUG ABUSE AND SMOKING**

As a prequalification to assuming any position, prospective employees may be required to provide a body substance sample for drug testing. Testing may occur when work place behavior indicates that an employee is under the influence of drugs.

NEIGHBORLINK FORT WAYNE, INC. has a smoking policy that prohibits an employee from smoking on company property and while the employee is on the job.

I understand that NeighborLink Fort Wayne Foundation, Inc. may ask me to provide a body substance for drug testing prior to or during employment. I furthermore understand that the company prohibits smoking on company property or while an employee is on the job and that violation of this policy after accepting employment will result in immediate termination of employment.

\_\_\_\_\_  
(applicant's signature)

\_\_\_\_\_  
(date of signature)

---

**PERSONAL / BUSINESS REFERENCES**

NEIGHBORLINK FORT WAYNE FOUNDATION, INC. requests that you provide the names of at least three persons, excluding relatives, from whom we may secure background information to be used to determine qualifications for employment. Please provide all requested information. Please print.

Name

Occupation

Address

Telephone

<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

---

**PERMISSION TO RELEASE INFORMATION**

This is to authorize release to NeighborLink Fort Wayne Foundation, Inc. and its agents or representatives any and all information pertaining to my school attendance, transcripts, and/or past employment records, including employment dates, job titles, salary, job performance, reason for termination, and reemployment possibilities. Furthermore, I authorize the release of information regarding police records, including felonies, misdemeanors, and traffic violations, to NeighborLink Fort Wayne Foundation, Inc. for the purpose of verifying employment information. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

\_\_\_\_\_  
(applicant's signature)

\_\_\_\_\_  
(date of signature)

Please provide an updated Resume' and a cover letter that addresses your values, your ability to serve as the Executive Director of a Christian, faith-based service organization, as well as any past and/or current experiences that uniquely qualify you to serve as the Executive Director.