



Application for Employment

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, or any other legally protected status.

PLEASE PRINT

Position(s) applied for: EXECUTIVE DIRECTOR Date of Application: _____

Last Name: _____ First Name _____ Middle Name _____

Mailing address _____ City _____ State _____ Zip _____

Telephone Number(s) _____

Best time to contact you is _____ AM/PM (circle one)

Social Security Number _____

Have you ever worked under another name? Yes [] No [] If Yes, what name? _____

Are you currently employed? Yes [] No []

If Yes, why do you want to change position? _____

May we contact your present employer? Yes [] No []
(Current/previous employers must be contacted before hiring decisions can be made.)

Name of current/previous employer _____

Address _____

Phone number _____

Name of immediate supervisor _____

Are you currently on "lay-off" status and subject to recall? Yes [] No []

On what date would you be available to begin work? _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes [] No [] (Proof of citizenship or immigration status will be required upon employment)

Our Mission

Villa Maria is a residence where women who are homeless and whose children are not with them can transition from crisis to self-sufficiency while living within a safe, supportive, and spiritual community.



Do you speak any foreign language? Yes [] No [] Which? _____
Fluent [] Far [] Poor []
(Over)

EDUCATION

School
Type: _____

Name and Location of School:

Course of Study:

Graduation Date:

Professional
Designations _____

Other Technical
Designations _____

Describe any specialized training, apprenticeships, skills and extra-curricular activities

Other Qualifications (Summarize special job related skills and qualifications acquired from employment or other experience you feel may be helpful to us in considering your application)

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Employment Experience

Please give accurate and complete full-time and part-time employment information. Start with your present or last job. Account for all periods, including unemployment and military service.

1.

Company Name:	Telephone:
Address: Year)	Employed (Month/ Year)
From:	
To: Name of Supervisor:	Job Title:
Describe work performed: Salary	Hourly rate or Salary
Start: Final:	Reason for leaving:

2.

Company Name:	Telephone:
Address: Year)	Employed (Month/ Year)
From:	
To: Name of Supervisor:	Job Title:

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____ Describe work performed: Hourly rate or
Salary

Start: _____ Final: _____
leaving: Reason for

3.

____ Company Name: Telephone

Address: Employed (Month/
Year)

____ From:
To: _____
Name of Supervisor: Job Title:

____ Describe work performed: Hourly rate or
Salary

Start: _____ Final: _____
leaving: Reason for

(Over)
4.

____ Company Name: Telephone:

Address: Employed (Month/
Year)

____ From:
To: _____
Name of Supervisor: Job Title:

____ Describe work performed: Hourly rate or
Salary

Start: _____ Final: _____

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leaving: _____ Reason for

5. _____

Company Name: Telephone:

Address: _____ Employed (Month/
Year)

To: _____ From:
Name of Supervisor: Job Title:

Describe work performed: Hourly rate or
Salary

Start: _____ Final: _____
Reason for
leaving: _____

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PLEASE ATTACH YOUR RESUME TO THIS JOB APPLICATION.

ALL APPLICATIONS CAN BE SENT TO LINDA VELARDE: l_velarde@sbcglobal.net

Please Read Before Signing

I certify that answers on this employment application are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at any employment decision.

I hereby know and understand that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the Employer may discharge Employee at any time, with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I understand that false or misleading information given in my application or interview(s) may result in my not being hired, or discharge in the event of employment. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant
Date

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