



RONALD McDONALD HOUSE CHARITIES OF CHARLOTTESVILLE, INC.
300 9th St., SW
Charlottesville, VA 22903
434.295.1885

JOB APPLICATION FORM

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

PERSONAL INFORMATION:

First Name Middle Name Last Name

Street Address

City, State, Zip Code

() _____

Phone Number Email Address

Are you eligible to work in the United States?

Yes _____ No _____

If you are under age 18, do you have an employment/age certificate?

Yes ___ No ___

Have you been charged, convicted of, or pleaded guilty or no contest to a felony or misdemeanor?

Yes _____ No _____

If yes, please explain: _____

Have you ever filed for bankruptcy? Yes _____ No _____

If so, when? _____

If so, is there any other information regarding your bankruptcy you would like to offer?

POSITION/AVAILABILITY:

Position Applied For: _____

Days/Hours Available:

from to

Sunday _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

On what date are you available to start work? _____

EDUCATION:

Name and Address Of Schools attended - Degree/Diploma - Graduation Date

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Your Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

Previous Position: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Your Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

References (please provide at least 3):

Name: _____ Title/Company: _____ Phone #: _____ Email: _____

Please Read Before Signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. Further, I understand that a background check will be conducted if my application for employment proceeds to consideration as one of the final candidates. I agree that Ronald McDonald House Charities of Charlottesville, Inc. ("RMHC-C") and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application or during interview. In the event of any employment with RMHC-C, I will comply with all rules and regulations as set by the organization in any communication distributed to the employees.

I understand that U.S. law requires that, if hired, I must furnish my choice of appropriate documentation establishing identity and employment eligibility within 72 hours of starting work. For example, acceptable documents include: a Social Security Card or birth certificate issued by a government authority; also, acceptable unexpired documents are a U.S. Passport, I-551 Permanent Resident Card, school I.D. with photo or other government issued documentation. Certain other documents are equally acceptable provided that they comply with the regulations of the Department of Homeland Security ("DHS"). Please consult the Executive Director to see a copy of DHS Form I-9 for a full list of acceptable documents.

Finally, I understand that employment with RMHC-C is "at will", which means that either I or RMHC-C can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature: _____

Date: _____