

To apply, please email a complete application including a resume and cover letter to gguw.applications@yahoo.com.

Deadline: August 26, 2013. No phone calls, please.

Greater Gallatin United Way
www.GreaterGallatinUnitedWay.org



Employment Application – Chief Administrative Officer

Employment is contingent upon the applicant's providing the necessary proof of citizenship or legal authorization to work in the United States. Proof of status will be required upon employment.

Greater Gallatin United Way is an equal-opportunity employer. We do not discriminate in hiring because of age, race, creed, color, national origin, sexual orientation, or disability.

NAME: First _____ Middle _____ Last _____ Date _____

For checking prior records, provide other names under which you have worked:

Home phone _____ Work or message phone _____ Fax _____

E-mail address _____

When are you available to start work: _____

Fundraising software you are proficient in using, if applicable:

Describe other software programs you are proficient in using, if applicable:

List professional organizations, memberships, or volunteer activities that may be relevant to the position, if not included in your resume:

List any other relevant skills that may not be included in resume or cover letter:

Provide an extensive cover letter (3-5 pages) that includes the following information:

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An introduction; a description of your skills/experiences and how they relate to each of the 5 components of the position description; and closing with why you are interested in the position.

Attach a resume to the application that includes the following information:

1. Previous employment
 - Name of employer
 - Employer address and phone
 - Type of business
 - Dates employed
 - Job title
 - Salary amount
 - Supervisor name
 - Reason for leaving
 - Description of responsibilities

2. Names of educational institutions you attended, course of study, and certificate/degree(s).

List 4 personal references with name, address, and phone number:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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I hereby affirm that the information provided on this application, and on any resume I have furnished, is true and complete to the best of my knowledge. Any false information or significant omissions may disqualify me from further consideration for employment and, should I be employed by Greater Gallatin United Way, may justify termination of my employment.

I hereby authorize Greater Gallatin United Way to contact the persons, schools, employers, and other organizations named in this application or any accompanying resume, as approved below, to confirm the information, which I have provided, and to obtain any additional information needed to make an employment decision about me.

Greater Gallatin United Way is authorized to contact:

_____ All employers named on my accompanying resume

_____ All employers named on my accompanying resume, except my current employer

If authorization to contact employer is withheld by applicant and a contingent offer of employment is made to applicant by Greater Gallatin United Way to secure approval for current references, Greater Gallatin United Way may rescind any offer of employment upon receipt of unsatisfactory references.

I also hereby authorize the persons and entities named to provide Greater Gallatin United Way the information that may be requested. In addition, I hereby waive and release any claims I may have against Greater Gallatin United Way in accordance with conducting these reference checks.

I hereby authorize Greater Gallatin United Way or their agent to perform criminal background checks and credit history checks and understand that the organization may rescind any offer of employment upon receipt of unsatisfactory information.

I hereby acknowledge I have read and understand the above statements.

Signature _____ Date _____

**Due Date: Applications must be submitted or postmarked by August 26, 2013.
Email to gguw.applications@yahoo.com or mail to the following:**

Greater Gallatin United Way
945 Technology Blvd, Suite 101F
Bozeman, MT 59718