



P.O. Box 1804 · Harrisonburg, VA 22803  
317 South Main Street · Harrisonburg, VA 22801  
540-705-1908 · office@valleyopendoors.org

# Application for Employment

Upon completion of this application, please return it **along with a resume** to the Open Doors office via email, mail or drop off. (Addresses listed above.) We thank you for your interest in our organization and will be in touch!

## Applicant Information

Date: \_\_\_\_\_ Applying for:  Shelter Resource Manager  Night Shelter Manager  Either

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No If no, are you authorized to work in the United States?  Yes  No

Have you ever worked for Open Doors?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been convicted of a Felony?  Yes  No If yes, explain: \_\_\_\_\_

*This information does not preclude you from employment with Open Doors.*

## Education

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Attended From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Diploma: \_\_\_\_\_

College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Attended From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

Other: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Attended From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_



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### Employment History

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ May we contact your supervisor?  Yes  No

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ May we contact your supervisor?  Yes  No

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ May we contact your supervisor?  Yes  No

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_



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### References

*Please provide two professional references and one personal reference.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Disclaimer & Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information contained in my application or interview may result in dismissal. I understand that completion of this application does not constitute an offer of employment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_