

Islamic Association of Raleigh

808 Atwater Street, Raleigh, NC 27607

Application for Employment

Today's Date: _____

Full Name (first, middle & last): _____

Home Address (street, city, & zip): _____

Home Phone: _____ Best time to call? _____

Cell Phone: _____

Birth Date: _____ Gender: _____ USA Citizenship? _____

If citizenship is NO, please explain in detail: _____

Please list all languages you speak, read, & write fluently: _____

Positions(s) applying for: _____

Educational Background:

Highest Degree Completed: _____

Year obtained: _____

Major or Course of Study: _____

Name of School or University: _____

Location: _____

Colleges/ Schools

NAME OF SCHOOL	DATES IN ATTENDANCE	TOTAL HOURS	GRADUATED?

Date you can begin: _____ Full Time _____ Part Time _____ Hours Available: ____

Describe factors, which might limit your availability such as health, transportation, child care, etc.

List of Previous Employment

1. Name of Employer:

Address (city, state, & zip):

Immediate Supervisor:

Title of your position:

Starting Salary: _____ Ending Salary: _____

Dates Employed: _____

Briefly describe your job duties:

2. Name of Employer:

Address (city, state, & zip):

Immediate Supervisor:

Title of your position there:

Starting Salary: _____ Ending Salary: _____

Dates Employed: _____

Briefly describe your job duties: _____

3. Name of Employer: _____

Address (city, state, & zip): _____

Immediate Supervisor: _____

Title of your position there: _____

Starting Salary: _____ Ending Salary: _____

Dates Employed: _____

Briefly describe your job duties: _____

Please attach resume, transcript(s), certificates, & any pertinent documentation of education & professional experience.

I _____ do hereby authorize Islamic Association of Raleigh to ascertain from my previous employers the dates and quality of my job performance. I also authorize Islamic Association of Raleigh to conduct a criminal investigation of my past if needed.

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ___ No ___ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Signature of Applicant: _____

Date: _____