

**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: \_\_\_\_\_