

SHUMLA  
P.O. Box 627  
Comstock, TX 78837



432-292-4848 telephone  
432-292-4849 fax

## Application for Employment

### GENERAL INFORMATION

Last Name:		First Name:		Middle Name:	
Social Security Number:			Drivers License Number (include state):		
Street Address:			City:		State: Zip Code:
Home Telephone:		Cell:		E-mail:	

*In accordance with the immigration Reform and Control Act of 1986, proof of employment eligibility and identification are required at time of hire.*

Are you authorized to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "No", please state your current immigration status:
Are you 18 years of age or older?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "No", a work permit is required at time of employment.
Have you ever been dismissed from employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "Yes", please explain:
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "Yes", please explain:

### EDUCATION AND TRAINING

Educational Institution	No. of Years Completed	Course of Study	Diploma/Degree/Certificate
Undergraduate:			
Graduate/Professional:			
Other:			

### SPECIALIZED SKILLS

*Indicate all computer skills/software applications with which you are proficient and indicate your level:  
1 = Expert, 2 = Competent, 3 = Some experience, 4 = No experience*

Word Processing:	<input type="checkbox"/> MS Word	<input type="checkbox"/> Other	Skill Level: _____
Spreadsheet:	<input type="checkbox"/> MS Excel	<input type="checkbox"/> Other	Skill Level: _____
Database:	<input type="checkbox"/> MS Access	<input type="checkbox"/> Other	Skill Level: _____
Desktop Publishing:	<input type="checkbox"/> MS Publisher	<input type="checkbox"/> MS PowerPoint	<input type="checkbox"/> Other Skill Level: _____
Programming:	<input type="checkbox"/> HTML	<input type="checkbox"/> Other	Skill Level: _____
Web Browsing:	<input type="checkbox"/> MS Internet Explorer	<input type="checkbox"/> Other	Skill Level: _____
Calendar Program:	<input type="checkbox"/> MS Outlook	<input type="checkbox"/> Other	Skill Level: _____

Languages you speak, read, or write in addition to English:	
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<b>EMPLOYMENT HISTORY</b>			
Current or Last Employer:	From (Month/Year)	To (Month/Year)	Job Title/ Work Performed:
Telephone:			
Address:			
Supervisor's Name, Title, Telephone	Base Salary		
	Starting	Final	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason for Leaving:

Previous Employer:	From (Month/Year)	To (Month/Year)	Job Title/ Work Performed:
Telephone:			
Address:			
Supervisor's Name, Title, Telephone	Base Salary		
	Starting	Final	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason for Leaving:

Previous Employer:	From (Month/Year)	To (Month/Year)	Job Title/ Work Performed:
Telephone:			
Address:			
Supervisor's Name, Title, Telephone	Base Salary		
	Starting	Final	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason for Leaving:

<b>REFERENCES</b>			
<i>List at least four persons not related to you who can attest to your professional abilities and character.</i>			
Name:	Telephone Number/E-mail:	Relationship:	No. Years Acquainted:

I certify that information contained in this application is true and complete.

I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any and all information listed above.

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

Please write an essay telling us:

- Your understanding of SHUMLA's mission and activities (you may refer to the SHUMLA Web site, [www.shumla.org](http://www.shumla.org)).
- The position you are applying for; why you want this job; and what attributes you bring to this position.
- Your long-term goals and aspirations, and how SHUMLA can help you attain them.