



2545 N. 29th Street
 Milwaukee, WI 53210
 414-562-2929

Next Door Foundation, Inc. has a long and continuing commitment to equal treatment and opportunity with its employees regardless of race, color, religion, sex, national origin, age, disability or veteran status. This policy includes, but is not limited to, recruitment, employment, training opportunities, transfers and promotions, employee status, rates of pay, benefits and participation in sponsored educational, social and recreational activities.

Please answer all questions clearly and thoroughly. Please do not skip or omit answers. Please Print.

Date		Email Address			
Last Name		First		Middle Initial	
Street Address		City	State		Zip
Day Phone: ()		Home Phone: ()		Social Security #:	
How did you hear about this job? How are you affiliated with NDF?		Referral Parent	Newspaper Volunteer	Internet Temp/Contractor	Other: Other:
Position Desired		Full-Time	Part-Time	Temporary	Seasonal
Salary Requirements: Annual \$		Hourly \$		Date Available to Start	
Did Next Door Foundation previously employ you? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, last date of employment		Do you have access to a car on a daily basis? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Driver's License Number:		State of Issue:	
If No, explain:		Do you have a clean driving record? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Auto Insurance Carrier:		Are you able to perform the job duties required by the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, what accommodations can be made?					

II. Educational Background

HIGH SCHOOL:	Address (City, State) :		
Course/Major:	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Attended From:	To:
COLLEGE:	Address (City, State):		
Course/Major:	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Attended From:	To:
BUSINESS/TRADE:	Address (City, State):		
Course/Major:	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Attended From:	To:
VOCATIONAL (OTHER):	Address (City, State):		
Course/Major:	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Attended From:	To:

II. Educational Background (con't....)

Other Certification (Child Care I, II, CDA):

Membership in Professional Organization(s):

III. Volunteer Services

LOCATION:	DATE(S):	TYPE OF WORK:

IV. Personal References (Excluding Former Employers and Relatives):

NAME:	ADDRESS:	TELEPHONE:	HR Use Only

V. Military Service

VI. Hobbies

Branch:

Reserves:

Yes No

VII. Employment History

Present Employer:		Address:		Title:	
Start Date:	Last Date of Employment:	Starting Salary:	Ending Salary:		
		\$	\$		
Job Responsibilities:					
Immediate Supervisor's Name, Title and Phone:			Reason for Leaving:		May we contact this Employer?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
Former Employer:		Address:		Title:	
Start Date:	Last Date of Employment:	Starting Salary:	Ending Salary:		
		\$	\$		
Job Responsibilities:					
Immediate Supervisor's Name, Title and Phone:			Reason for Leaving:		May we contact this Employer?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
Former Employer:		Address:		Title:	
Start Date:	Last Date of Employment:	Starting Salary:	Ending Salary:		
		\$	\$		
Job Responsibilities:					
Immediate Supervisor's Name, Title and Phone:			Reason for Leaving:		May we contact this Employer?
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Skills:

What other qualities do you possess that you feel might be an asset to the Next Door Foundation, Inc.?

READ THE FOLLOWING STATEMENTS CAREFULLY

I voluntarily give **NEXT DOOR FOUNDATION, INC. (NDF)** permission to investigate my past employment and educational backgrounds, I further authorize NDF to conduct a criminal background check and I agree to cooperate in such an investigation. I hereby authorize any persons, companies or corporation and/or their agents with whom I have been associated to furnish NDF any information regarding my employability.

I agree to adhere to and follow the personnel policies of NDF and understand that violations of these policies and rules may lead to my dismissal.

I certify that the statements made in this application are true and complete. I understand that falsification of this information may lead to my dismissal.

I understand, if hired, my employment will be on a provisional basis for a period of one hundred eighty (180) days and may be extended at the option of NDF.

Signature

Date

OFFICE USE ONLY

Interview Date(s): ____/____/____ **Hire: Yes** [] **No** [] **Pending** ____
____/____/____



VOLUNTARY DISCLOSURE FORM

This information in no way affects you as an individual applicant. No decisions regarding your employment with Next Door Foundation, Inc. will be based on the information you give. Failure to provide information will not subject you to any negative personnel action or result in your not being hired. The information will be used to determine how effective our recruiting efforts are in reaching all segments of the community, to assist in validation of our selection procedures, and to meet county, state and federal reporting requirements for the purpose of Affirmative Action and Equal Employer Opportunity compliance. We appreciate your cooperation and assistance.

- A. Race**
- African American (Black) _____
- American Indian (Alaskan Native) _____
- Asian (Pacific Islander) _____
- Hispanic _____
- Caucasian (White) _____
- B. Sex**
- Female _____
- Male _____
- C. Military Service**
- Yes _____
- No _____

Applicant's Signature

Date