

**APPLICATION for EMPLOYMENT**

Please note: We do not accept general applications. All applications must specify an open position and include ONE Job ID#.

**POSITION APPLIED FOR:**

*(Please complete an application for each* Position Name:

*position for which you are applying.)*

**Job ID # of POSITION:**

*(Job ID #s are listing along with the*

*Check all that apply.*

Full Time Part Time Temporary

*open job descriptions on our website)*

**DATE OF APPLICATION**

**DATE AVAILABLE**

**How were you referred to Monticello?**

Internet

Newspaper

Agency

Word of Mouth

Monticello Employee

*Name of employee and if related, explain how:*

**Contact Information**

**Last Name:**

First Name:

Middle Initial:

**E-mail:**

(Last) (First) (Middle I)

**Street address: Apt #:**

**Phone #1:**

**City: State: Zip Code:**

**Phone #2:**

**General Employment Questions (answer Yes or No)**

Have you ever been employed by the Thomas Jefferson Foundation?.................................................

Are you legally authorized to work in the United States?......................................................................

Will you now or in the future require sponsorship for employment visa status?..............................

If you are under 18 years of age, can you provide proof of your eligibility to work?........................

Have you ever been convicted of a felony or a theft, perjury, DUI or forgery misdemeanor?.........

If yes, please explain and identify the date and court in which your conviction occurred. *Conviction will not necessarily disqualify an applicant from employment. You need not identify any conviction that has been expunged from your records.*

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name of School** | **Major/ Course(s) of Study** | **Years completed** | **Diploma/Degree received or expected** |
| High School |  |  |  |  |
| College/ University |  |  |  |  |
| Graduate School |  |  |  |  |
| Other (Business, Technical, etc.) |  |  |  |  |

**SKILLS AND ADDITIONAL INFORMATION**

MONTICELLO IS AN EQUAL OPPORTUNITY EMPLOYER

*You may exclude any information which would reveal your race, color, religion, veteran status, gender, age, disability, national origin, or any other legally-protected status.*

Please list your special skills. Include computer/software skills, machinery operation, training, certifications, and any other special skills that pertain to the position for which you are applying.

List professional, trade, business or civic activities and offices held that have a direct bearing upon your qualifications that relate to the position for which you are applying.

**MILITARY SERVICE**

If you have ever been a member of the U.S. Military, list any skills or abilities you acquired while in service that directly relate to the position for which you are applying.

**EMPLOYMENT EXPERIENCE**

Start with your most recent experience first. Include related military service assignments and volunteer activities. *You may exclude any information which would reveal your race, color, religion, veteran status, gender, age, disability, national origin, or any other legally-protected status.*

**1)**

Employer Address Telephone Number(s) Dates Employed From To

May we contact?

Job Title

Supervisor

Hourly Rate/Salary Starting Final

Work Performed

Reason for Leaving

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**PROFESSIONAL REFERENCES**

*(Please include at least two current or former supervisors.)*

**Name**

**Phone Number**

**Relationship/years known**

**APPLICANT'S STATEMENT**

* 1. I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire or termination of employment.
	2. I further understand that an investigative report may be made as to my character and general reputation. I authorize all past employers, schools, persons and organizations having relevant information or knowledge to provide to the Thomas Jefferson Foundation, Inc. or its duly authorized representative for its use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release employers, schools, persons and organizations from all liability in responding to inquiries in connection with my application.
	3. I understand that if offered a position with the Thomas Jefferson Foundation, Inc., I will be required to submit to a background check and drug screen as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of this pre-employment background check will result in withdrawal of any employment offer or termination of employment if already employed.
	4. This application will remain on file for six months from the day it was submitted.
	5. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Thomas Jefferson Foundation, Inc. is of an *"at will"* nature. If an employment relationship is established, I retain the option, as does the Foundation, of ending my employment at any time, with or without notice and with or without cause. This is not a contract of employment.

I have also submitted a cover letter, resume, or other application materials via e-mail to resumes@monticello.org.

By checking this box and typing my name below, I certify that I understand all the questions and statements in this application.

**Your electronic signature:**

If you have any additional information you wish to provide, please send it via e-mail to resumes@monticello.org.

Click below to submit your application.

Submit by E-mail