



Friendly Water for the World

360 918-3642

www.FriendlyWater.net

1717 18th Court NE Olympia, WA 98506

info@friendlywater.net

SHARING HOPE THROUGH
CLEAN WATER

APPLICATION FOR EXECUTIVE DIRECTOR POSITION

Friendly Water for the World is an equal opportunity employer.

Overview of the hiring and employment process: This application is one critical part of the hiring and employment process, which will include an interview and/or other steps. If you need an accommodation in order to complete any part of the hiring and employment process, please call us at 360 918-3642.

Prior to completing this application, be sure to read the **Position Description**. As you complete this application, please bear in mind that we reserve the right to verify all information provided for accuracy and completeness. You can fill this application in on-line in WORD and send, either electronically or by mail, with the rest of your application package.

GENERAL INFORMATION (please print or type)

Date:

Name:

Address:

Email:

Phone: Home _____ **Business** _____ **Mobile** _____

Do you have the legal right to work in the U.S.? _____ **Yes** _____ **No**

Do you understand and support the work of *Friendly Water for the World* as described on our website?

_____ **Yes** _____ **No**

Do you understand that, while the hours are flexible, the demands of the position may mean that you need to work more than 40 hours a week?

_____ **Yes** _____ **No**

Will You Be Available for Occasional Evening and Weekend Work and Organization Events?

_____ **Yes** _____ **No**

Do you have a valid passport for international travel, or if not, will you be able to obtain one as a condition of employment?

_____ Yes _____ No

Based on the Position Description posted, are you able to perform the “Key Responsibilities of the position?”

_____ Yes _____ No

Comment:

EDUCATION AND TRAINING:

Post-Secondary Education: (most recent first. Please include college, university, trade, or business schools attended, with dates, and major areas study and degrees)

Other Training Received: (Special courses, work training programs, etc.)

Special Qualifications and Skills that are specifically relevant to this position?

EMPLOYMENT RECORD

Please list all *relevant* present and past employment information and/or substantive volunteer work beginning with the most recent position and working backwards in time. Use separate pages if necessary. Please fill in carefully, as your qualifications depend in large measure on your employment/volunteer history. Indicate if you are now unemployed or have never been employed.

May inquiries be made of your *current* employer regarding your qualifications and record of employment? (A “no” will not affect your consideration for employment.) ____ Yes ____ No

1. Employer:

Address:

Phone:

Supervisor/Phone:

Title of Position:

Employment Dates (from/to):

Duties and Responsibilities:

Salary History: Starting \$ _____ **Ending \$** _____

Reason for Leaving:

2. Employer:

Address:

Phone:

Supervisor/Phone:

Title of Position:

Employment Dates (from/to):

Duties and Responsibilities:

Salary History: Starting \$ _____ **Ending \$** _____

Reason for Leaving:

3. Employer:

Address:

Phone:

Supervisor/Phone:

Title of Position:

Employment Dates (from/to):

Duties and Responsibilities:

Salary History: Starting \$ _____ **Ending \$** _____

Reason for Leaving:

Please use separate sheet if necessary

REFERENCES:

Please list five people who have knowledge of your professional skills, experience, character, and/or abilities. Previously listed supervisors may be listed here as well.

Name	Email Address	Phone	Relationship
1.			
2.			
3.			
4.			
5.			

IMPORTANT

I authorize and hold harmless, without reservation, any persons, schools, my current employer (if applicable), and previous employers and organizations named in this application and accompanying résumé to provide any information orally and/or in writing that may be requested to arrive at an employment decision, and waive any right of privilege, privacy, and/or confidentiality I may have in this information, and further waive all rights to bring an action for defamation, invasion of privacy, or similar causes of action, against anyone providing or seeking such information. This authorization and consent shall be valid in original, fax, or copy form.

Applicant's Signature _____ Date _____

All hiring and employment at *Friendly Water for the World* is at-will. I understand this application is not an employment contract, nor can it be used to create one. Employment by *Friendly Water for the World* has no specific term and may be terminated by the employee or *Friendly Water* with or without notice. I acknowledge that *Friendly Water for the World* has not made any promises or representations that differ from those contained in this paragraph.

If I am offered a position with *Friendly Water for the World*, I understand I must provide satisfactory documentation to establish my identity and right to work in the United States, and that failure to provide such documentation will result in termination of my employment. A thorough background check will be undertaken.

I understand that if I am offered a position with *Friendly Water for the World*, I may be required to have a medical examination.

I release and agree to hold harmless any individual, employer, business institution, or government employer from all liability with regard to furnishing information to *Friendly Water for the World*. I agree to release and hold harmless *Friendly Water for the World* from all liability with respect to the release of such information.

I affirm that I have provided information that is true and complete to the best of my knowledge, and will do so throughout the hiring process, including the information on this application form and in interviews. I further affirm that I have answered all questions to the best of my ability and will continue to do so, and that I have not withheld any information that would unfavorably affect my application for employment, and will not do so as this process continues. I understand that falsified information or significant omissions orally or in writing may disqualify me from further consideration for employment, and may be considered justification for dismissal if discovered at a later date.

Applicant's Signature _____ Date _____