

Education/Training

Type and Location	Graduation date/year	Degree/Certificate	Major	Minor

(Please check Yes or No)

A. Do you have experience working in a non-profit organization?

Yes	No
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If *Yes*, describe your position:

B. Are you proficient in keyboarding skills?

Yes	No
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C. Are you proficient in essential computer skills? Check items in which you are proficient:

Yes	No
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Microsoft Word Microsoft Excel HTML Data Base Software

Other:

D. Are you multi-lingual? If *Yes*, specify languages:

Yes	No
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E. Have you ever been dismissed or asked to resign from any position?

Yes	No
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If *Yes*, please explain circumstance:

F. Have you ever been convicted for anything other than a minor traffic violation?

Yes	No
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If *Yes*, please explain circumstance:

G. Do you have the legal right to be employed in the United States?

Yes	No
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If *No*, please explain circumstance:

References

List below three references that are able to attest to your most recent training and/or experience:

(Name)	(Address)	(Phone Number)

I hereby certify that all statements made herein are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. PSV may make a thorough investigation of my entire work and related personal history and may verify all data given in my application for employment. I authorize such investigation and release from liability any person giving or receiving the information. I understand that falsification and omission of data or information discovered as a result of an investigation may prevent my being hired, or if hired, may subject me to immediate termination of employment.

Signature of Applicant _____ Date _____