



FOOD BANK OF THE RIO GRANDE VALLEY, INC.

Position applying for: _____

Date of application: _____

EMPLOYEE INFORMATION

Name: _____

Last

First

Middle

Telephone: _____ Email: _____

Address: _____ City _____ State _____ Zip Code _____

Available to work:

Full Time ☐ Part Time ☐

Are you legally eligible to work in the United States?

Yes ☐ No ☐

Are you able to:

Work overtime? ☐ Yes ☐ No

Provide a valid Driver's License? ☐ Yes ☐ No

If so, fill out the following: Issuing state: _____

Type: A ☐ B ☐ C ☐

Driver's License #: _____

I will be able to report to work

_____ days after being notified I am hired.

Have experience with: (check all that apply)

Computer ☐ Manual Pallet Jack ☐ Word ☐ Other ☐
 Fax ☐ Electric Pallet Jack ☐ Excel ☐
 Copy Machine ☐ Stand Up Forklift ☐ PowerPoint ☐
 Calculator ☐ Sit Down Forklift ☐ Microsoft Office ☐

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address:	Position/Title - Duties/Skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Telephone:		
Employer name and address:	Position/Title - Duties/Skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Telephone:		
Employer name and address:	Position/Title - Duties/Skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Telephone:		
Employer name and address:	Position/Title - Duties/Skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Telephone:		

FOOD BANK RGV EMPLOYMENT APPLICATION

Summarize other employment related to this job:

EDUCATION

	Name & Location of School	#Years Completed	Field of Study	Graduate		Degree
				Yes	No	
High school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
College/University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Business/Technical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Additional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

Typing speed: _____ per minute

REFERENCES

List three personal references who are not relatives.

Name	Address	Telephone	Occupation	Years known
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked, as well as a background check processed. You affirm that the information that has been provided in this Application for Employment is true and correct to the best of your knowledge. You understand that if hired, and it is discovered that you have provided false, misleading, or incomplete information, this will be cause for immediate termination of employment.

If necessary for employment, you may be required to: proof of authorization to work in the United States, a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.