



RICHARD NIXON FOUNDATION

Employment Application

Date of Application: _____ How did you hear about the Foundation? _____

Name: _____ Email Address: _____

Address: _____ Telephone: _____

City, State Zip: _____ Cell Phone: _____

Position(s) applied for: _____ Desired Compensation: _____

Are you legally eligible for employment in the U.S.: Yes No (proof of identity and authorization to work in the U.S. is required upon commencement of employment)

Have you ever been employed by the Foundation before? Yes No

If you are under 18 years of age, can you furnish a work permit if you are offered a job? Yes No

Driver's license number, if position applied for requires driving: _____ State _____
Class _____

Date available to start work: ____/____/____ I am available to work: Full-time:____ Part-time:____ Temp:____

Do you know anyone who is currently employed with the Foundation? Yes No If yes, please identify (by name):

Are you able to speak any languages, other than English, that may be helpful in the job? Yes No

If so, please list any languages that you would like the Foundation to consider: _____

EDUCATIONAL BACKGROUND:

High School Name and Location: _____ Did you graduate?

College Name and Location: _____

Major / Degree Achieved: _____

Other Educational Institution(s): _____

Other Degree / Certification Achieved: _____

SKILLS AND QUALIFICATIONS: Summarize special skills and qualifications acquired from employment, membership in professional organizations or other experiences that may qualify you for work with the Foundation. Exclude any that indicate race, color, national origin, ancestry, religion, sex, gender (including gender identity and gender expression), sexual orientation, political affiliations or activities, military service/veteran status, marital status, pregnancy, age (over 40), physical or mental disability, medical condition, or any other legally-protected basis.

REFERENCES:

Name and phone number: _____

Name and phone number: _____

Name and phone number: _____

EMPLOYMENT HISTORY:

Starting with the most recent, list your prior employers or work experience for the past 10 years. You may include military service and volunteer activities that are related to job experience.

From _____ To _____

Employer / Address / Phone _____

Job title and duties _____

Last immediate supervisor and title _____

Reason for leaving _____

From _____ To _____

Employer / Address / Phone _____

Job title and duties _____

Last immediate supervisor and title _____

Reason for leaving _____

From _____ To _____

Employer / Address / Phone _____

Job title and duties _____

Last immediate supervisor and title _____

Reason for leaving _____

I hereby certify that all of the foregoing information I have supplied in this application is correct and complete. I hereby authorize **The Richard Nixon Foundation** (the "Foundation") to verify the information provided. I understand that any falsification or material omission of information will constitute grounds for withdrawal of any employment offer or termination of employment. I give the Foundation permission to contact each of my previous employers and references, and hereby release the Foundation from any and all liability for doing so.

I understand that all offers of employment are conditioned upon satisfactory completion of reference and/or background checks, and the submission of valid documentation that confirms my identity and authorization to work in the United States. If I receive a conditional offer of employment I will be asked to provide information regarding criminal convictions, which are not necessarily a bar to employment, but will be considered in a manner consistent with all applicable law. The Foundation will also consider factors such as the nature of the crime, time elapsed, and nature of the job.

If hired, and in consideration of my employment, I agree to comply with the Foundation's rules, policies and procedures.

I understand that employment with the Foundation is "at will," which means that both the Foundation and I may terminate my employment at any time, with or without cause or prior notice. In addition, the Foundation may change my position, duties, schedule and/or compensation, and may transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of my employment (other than the at-will relationship), with or without cause or prior notice. I further understand that no one has any authority to enter into a contrary agreement except in a written document that expressly changes the at-will status and is signed by the Foundation President/CEO.

Signature of Applicant: _____

Date ____/____/____

Print Name: _____