



7607 McKnight Road, Pittsburgh, PA 15237 ~ 412-364-3256

501(c)3 nonprofit corporation

APPLICATION FOR EMPLOYMENT

PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE. Fill out application completely. If questions are not applicable, enter NA. Do not leave questions blank. Sign upon completion.

PERSONAL INFORMATION:

Name: _____ Position Sought: PROCESSING COORDINATOR
Present Address: _____
How long at present address? _____ Email: _____
Home Phone: _____ Cell Phone: _____

EMPLOYMENT HISTORY (List most recent previous employment first):

Company/Employer Name: _____
Position Held: _____ Dates of Employment: _____
Reason for Leaving: _____
Company/Employer Name: _____
Position Held: _____ Dates of Employment: _____
Reason for Leaving: _____
Company/Employer Name: _____
Position Held: _____ Dates of Employment: _____
Reason for Leaving: _____

VOLUNTEER OR NONPROFIT EXPERIENCE:

Name and Location of Organization: _____
Position, Title and/or Responsibilities: _____
Length of Time: _____ Reason for Leaving: _____
Name and Location of Organization: _____
Position, Title and/or Responsibilities: _____
Length of Time: _____ Reason for Leaving: _____
Name and Location of Organization: _____
Position, Title and/or Responsibilities: _____
Length of Time: _____ Reason for Leaving: _____

The Treasure House (dba Treasure House Fashions) is in compliance with Federal and State equal employment opportunity laws. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job disability, or any other protected group status.



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EDUCATIONAL HISTORY:

Name & Location of School

Degree(s)/Skills Gained

ADDITIONAL RELEVANT SKILLS AND INTERESTS (including competency with specific computer programs)

IDENTIFY DAYS/HOURS YOU WOULD NOT BE ABLE TO WORK THIS POSITION:

PROVIDE THREE REFERENCES WHO CAN SPEAK ON BEHALF OF YOUR WORK HISTORY:

Name/Title:

Company:

Phone:

1). _____
2). _____
3). _____

Thank you for your interest in our mission and applying for the position of **Processing Coordinator** at Treasure House Fashions. We have an Application Committee that will review all applications received by the final date of submission, which is **January 4, 2016**. After review of all applications, applicants will be notified regarding their status, and final candidates for the position will be scheduled for the interview process.