



## WSPMF General Manager Employment Application

Applicant Name:

Applicant Address:

Applicant Phone Number:

Applicant Email:

Do you have a valid Washington State driver's license?

*Successful applications will include the following:*

- All employment application fields completed and accurate
- Adequate information about prior experience in both application and resume
- Cover letter describing why you are the best candidate for this position. Cover letter must include a description of relevant experience for this position.
- List of three or more professional references
- Electronic submission of the above received on our before 7:00pm PDT on May 17, 2018 to [olymom@outlook.com](mailto:olymom@outlook.com)

### Employment History

*Please list your current and past employers, to include titles held, job descriptions, etc. Please be as thorough as possible. Do not omit any employers. If additional space is required, please include these details as an addendum to your resume.*

Current Employer:

Current Position Title:

Job Description:

Monthly Salary:

Full or Part Time:

Dates of Employment (start/end):

May We Contact Your Employer? (Provide name and contact information):

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Previous Employer #1:

Position Title:

Job Description:

Monthly Salary:

Full or Part Time:

Dates of Employment (start/end):

May We Contact Your Employer? (Provide name and contact information):

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Previous Employer #2:

Position Title:

Job Description:

Monthly Salary:

Full or Part Time:

Dates of Employment (start/end):

May We Contact Your Employer? (Provide name and contact information):

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Previous Employer #3:

Position Title:

Job Description:

Monthly Salary:

Full or Part Time:

Dates of Employment (start/end):

May We Contact Your Employer? (Provide name and contact information):

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Previous Employer #4:

Position Title:

Job Description:

Monthly Salary:

Full or Part Time:

Dates of Employment (start/end):

May We Contact Your Employer? (Provide name and contact information):

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Previous Employer #5:

Position Title:

Job Description:

Monthly Salary:

Full or Part Time:

Dates of Employment (start/end):

May We Contact Your Employer? (Provide name and contact information):

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### **Educational History**

Highest Degree Attained:

Educational Institutions Attended (names, dates, degree(s)):

### **Qualifications**

*Use the below area to share with the review panel your relevant experience in the following areas. Please be persuasive, thorough, and concise.*

Please describe your experience managing not for profit activities (i.e., fundraising, volunteer management, marketing, customer service)

Describe your experience planning events:

Describe your experience working with first responders:

Describe your experience working with a Board of Directors:

Describe your experience utilizing financial management software and donor management software

Describe your professional experience in financial management, budgeting, or basic accounting/reconciliation:

Describe your experience with not for profit organizations:

***I certify that the above is true and correct. I understand that, if chosen for an interview or selected as a final applicant, any and all information may be independently verified and a criminal background check will be conducted. (physical or electronic signature required)***

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