

**AFRICAN AMERICAN CULTURAL CENTER OF LONG BEACH
EMPLOYMENT APPLICATION
STAFF ASSISTANT – PART-TIME (up to 30 hrs./wk.)**

Please Read Carefully

1. COMPLETING YOUR APPLICATION

- a. THE APPLICATION SHOULD BE COMPLETE AND ACCURATE BEFORE SIGNING. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND COULD RESULT IN DISQUALIFICATION.
- b. YOUR SOCIAL SECURITY NUMBER MUST BE INCLUDED on your application. Federal law requires all employees to have a Social Security number.
- c. You must include appropriate documentation for education, training and/or license, if required.

2. SELECTION REQUIREMENTS

- a. Your application will only be accepted if it CLEARLY SHOWS you meet the requirements.
- b. The information you provide will determine your eligibility and is subject to verification.
- c. Your experience may be paid or unpaid.

3. APPOINTMENT REQUIREMENTS

- a. The Staff Assistant position is a part-time position, with a maximum of up to 30 hours a week.
- b. If selected, Applicant must accept the terms of employment and agree to comply with assigned work hours.
- c. Every effort will be made to establish a standard, consistent work schedule. However, Applicant must be willing to work days, evening and rotating shift, as required.

APPLICANT'S NAME: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ - Home
_____ - Mobile

Email Address: _____

CERTIFICATIONS:

Driver's License or ID*	Number	Date Issued	Expiration Date

*Copy required

EDUCATION AND TRAINING:

HIGH SCHOOL ATTENDED	COURSE SUBJECT(S)	DIPLOMA or GED (Yes/No)	GRADUATION DATE
VOCATIONAL SCHOOL ATTENDED	RELEVANT COURSE SUBJECT(S)	CERTIFICATE RECEIVED	GRADUATION/CERTIFICATION DATE(S)
COLLEGE/ UNIVERSITY ATTENDED	MAJOR	DEGREES OR CERTIFICATES	RECEIVED GRADUATION DATE(S)

WORK EXPERIENCE: Beginning with your most recent experience, please list all periods of employment, including work related to the position for which you are applying. Describe your skills and qualifications as completely as possible and list each job separately. If you require additional space to describe your qualifications, you may attach an additional sheet or resume.

PRESENT EMPLOYER	PAYROLL TITLE
EMPLOYER'S ADDRESS	DUTIES
CITY/STATE/ZIP CODE	
FROM: TO:	
ARE YOU EMPLOYED WITH THIS EMPLOYER NOW? YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF NO, REASON FOR LEAVING	
PRESENT EMPLOYER	PAYROLL TITLE
EMPLOYER'S ADDRESS	DUTIES
CITY/STATE/ZIP CODE	
FROM: TO:	
ARE YOU EMPLOYED WITH THIS EMPLOYER NOW? YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF NO, REASON FOR LEAVING	
PRESENT EMPLOYER	PAYROLL TITLE
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CITY/STATE/ZIP CODE	
FROM: TO:	

ARE YOU EMPLOYED WITH THIS EMPLOYER NOW? YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF NO, REASON FOR LEAVING	
PRESENT EMPLOYER	PAYROLL TITLE
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CITY/STATE/ZIP CODE	
FROM: TO:	
ARE YOU EMPLOYED WITH THIS EMPLOYER NOW? YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF NO, REASON FOR LEAVING	

ADDITIONAL JOB QUALIFICATION

- Cite experience working with Non-Profits and Nonprofit Boards and/or Executive Management.

- Do you have experience in fundraising? Please explain:

- Are you proficient in Microsoft Word, Excel, PowerPoint and any other database systems? Please explain.

- Do you have any specialized skills or additional qualifications not listed above? If so, please explain?

- Are you comfortable with a background check?

REFERENCES: Please provide the names and contact information of three individuals you have worked with including your last employer.

Name (Print)

Contact Information

Name (Print)

Contact Information

Name (Print)

Contact Information

Certification of Applicant: I understand, as part of the selection process, I am required to complete and submit this application for consideration of employment with the African American Cultural Center of Long Beach. I certify that all statements made in this application and on any attachment are true. I understand that any false statement(s) of material facts may subject me to disqualification or dismissal.

Print name: _____

Signature: _____

Date: _____