



Phoenix Project – Employment Application

Thank you for your interest in joining our team. Phoenix Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.

Please complete all sections fully and accurately. Incomplete applications may not be considered.

Applicant Information

Name: _____
(Last) (First) (Middle)

Phone: _____

Home Address:

Street _____

City _____ State _____ Zip _____

Position Applied For: _____

Earliest Available Start Date: _____

Education & Training

Highest level of education completed:

- ☐ High School Diploma ☐ GED ☐ Associate Degree ☐ Bachelor's Degree ☐ Master's Degree
☐ Doctoral Degree

Name of School(s): _____

Field(s) of Study: _____

Relevant Certifications, Licenses, or Professional Training:



Skills and Competencies (check all that apply)

- ☐ Crisis intervention skills
- ☐ Advocacy or case management
- ☐ Public speaking / community education
- ☐ Knowledge of victim services
- ☐ Outreach and engagement
- ☐ Planning / coordination
- ☐ Independent work / self-motivation
- ☐ Teamwork and collaboration
- ☐ Other relevant skills: _____

Computer Skills

- ☐ Word ☐ Excel ☐ PowerPoint ☐ QuickBooks ☐ Canva

Other programs/platforms: _____

Community or Volunteer Activities

(Include relevant charitable, advocacy, or community involvement.)

Employment History

Please list your last three employers, beginning with the most recent. You may attach a résumé, but this section must still be completed.

Employer #1

Company Name: _____

Job Title: _____

Dates of Employment: From _____ To _____

Supervisor Name: _____

Supervisor Phone: _____

May we contact this employer? ☐ Yes ☐ No (If no, please explain):



Primary Duties:

Reason for Leaving: _____

Employer #2

Company Name: _____

Job Title: _____

Dates of Employment: From _____ To _____

Supervisor Name: _____

Supervisor Phone: _____

May we contact this employer? ☐ Yes ☐ No (If no, please explain):

Primary Duties:

Reason for Leaving: _____

Employer #3

Company Name: _____

Job Title: _____

Dates of Employment: From _____ To _____

Supervisor Name: _____

Supervisor Phone: _____

May we contact this employer? ☐ Yes ☐ No (If no, please explain):



Primary Duties:

Reason for Leaving: _____

Professional References

Please provide **three professional references** who can speak to your work experience, skills, and character. Do not list relatives.

1. **Name:** _____ **Relationship:** _____
Phone: _____ **Email:** _____
2. **Name:** _____ **Relationship:** _____
Phone: _____ **Email:** _____
3. **Name:** _____ **Relationship:** _____
Phone: _____ **Email:** _____

Authorization to Verify Information

Do you authorize Phoenix Project to verify all educational information, work history, and references listed on this application?

☐ Yes ☐ No (If no, please explain): _____

Criminal History Disclosure

Applicants are not automatically disqualified based on criminal history. We consider all information in relation to the duties of the position and applicable state and federal laws.

Have you ever been convicted of a crime, or completed probation related to a criminal charge? (Include all felony or misdemeanor convictions other than minor traffic violations.)

☐ Yes ☐ No

If yes, please provide the following information (attach additional pages if needed):

- Nature of offense(s)
- Date(s)



- Sentence or outcome
- Any rehabilitative efforts or relevant information

Mission Understanding

In your own words, what is your understanding of Phoenix Project's mission?

Additional Information

Is there anything else you would like us to know about your background, skills, or experience?

Applicant Certification

I certify that all information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading information may result in disqualification or termination.

I also understand that employment with Phoenix Project is **at-will**, meaning that either I or Phoenix Project may end employment at any time, with or without cause or notice.

Signature: _____

Date: _____