



## Job Application Off-Season Host

Thank you for your interest in working with the Astoria Warming Center. Please take some time to provide the following information. *Please print **legibly**:*

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

### Home or Mailing Address

*(If you don't have one of these, please contact us for options)*

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ (cell / work / home)      Okay to text? (Y / N)

Email Address: \_\_\_\_\_

Are you over 18 years of age?    Yes    No      Date of birth: \_\_\_\_\_

### Your Skills and Experience

*No previous experience in shelter work is required, but we'd like to know more about you.*

Describe the communication skills that make you a great fit for this position.

What (if any) experience do you have working with at-risk populations?

What (if any) experience do you have managing volunteers?

Check the following programs you have proficiency in:

- Gmail
- Google Drive
- Google Docs

- Google Sheets
- Microsoft Word
- Microsoft Excel

**References**

*Please list up to three references with a phone number or email address. One should be professional (paid or volunteer work). Thank you!*

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

**Availability & Procedures**

Please note your availability:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
From							
To							

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

*If you are chosen as a potential employee, a background check will be conducted at the Warming Center's expense. Your date of birth will be required for this background check.*

*My signature below affirms that all information is true and correct to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

The Astoria Warming Center is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.