

Pinckney Neighborhood Association

PO Box 125, Lawrence, KS 66044
pinckney.neighborhood@gmail.com

Application for Pinckney Neighborhood Association Coordinator Part-Time Job Opening

Application Due by August 22, 2014

This Application is the initial part of the position selection process. Please read the description of the duties and responsibilities for the Pinckney Neighborhood Association (PNA) thoroughly and apply only if you feel reasonably certain that you meet the requirements. Clearly state your qualifications. Incomplete or illegible applications may not be considered. Following review of all applications, each applicant will be contacted and qualified applicants will be interviewed.

*Please fill out this Application completely. If a question does not apply to you, write "NA".
Documents submitted with this Application will not be returned.*

First Name:	Last:
Street Address:	
City/State/Zip:	
Phone:	Email:

Please answer the following questions.	Yes	No
Are you currently employed or attending school (i.e., fall 2014/spring 2015)?		
If so, will your employment or school schedule conflict with regularly scheduled PNA activities on the third Saturday morning of each month?		
May we contact your current or previous employer or teacher/professor?		
Do you have, or have easy access to, a computer with Word and Excel software and Internet access?		
Do you have reliable transportation in order to attend day time, evening and weekend activities?		
Have you ever been convicted of a felony within the last 7 years? (if 'Yes', explain below) (Conviction will not necessarily disqualify applicant from employment)		

Please briefly list professional, trade, business, civic or school related activities and offices/positions held:

Please describe specialized training, apprenticeship, skills, extra-curricular activities, and honors received:
(Please focus, in particular, on skills and activities listed as part of the PNA Coordinator Duties on page 6 of this Application.)

Please state any additional information you feel may be helpful to us in considering your application:

Please provide the name, address, and telephone number and/or email of two references that are not related to you:

Name	Address	Phone and/or Email

EDUCATION

Name of most recent school attended (high school / college) and location:
Graduation Month & Year (or expected date):
Diploma/Degree sought/earned:
Describe any other special courses of study and/or extracurricular activities:

EXPERIENCE (This page may be duplicated as needed to list additional employers.)

Please list positions you have held within in the last 10 years. Your résumé may be attached. Start with your present or most recent position and work backwards. Students and other individuals who have held no or few previous jobs may substitute activities that demonstrate leadership, organizational, communications, or project management skills in school related, civic, volunteer, etc., activities.

Employer Name:	Position(s) Held:
Address:	Contact Name & Phone:
Dates Employed – From/To:	Reason for Leaving:
Duties:	Skills Acquired:

Employer Name:	Position(s) Held:
Address:	Contact Name & Phone:
Dates Employed – From/To:	Reason for Leaving:
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Employer Name:	Position(s) Held:
Address:	Contact Name & Phone:
Dates Employed – From/To:	Reason for Leaving:
Duties:	Skills Acquired:

AGREEMENT

Read carefully before submitting.

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application or interview may be justification for refusal of, or if selected, termination of the contract.
2. It is my understanding that the PNA will review my work history and may verify the data given in my application for contract, related papers, or oral interviews. I authorize such review and the giving and receiving of any information requested by the PNA and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to termination of the contract for services.
3. I agree that the PNA may terminate my contract at any time without liability for fees for services except such as may have been earned at the date of such termination.
4. I further understand that this is an application for contract services and that no contract is being offered at the time of my application. I understand that if I am employed, such employment is at will and that the PNA can change wages and conditions at any time.

I CONFIRM BY MY SIGNATURE BELOW THAT THIS APPLICATION IS COMPLETE AND THAT I HAVE READ AND UNDERSTAND THE PROVISIONS ABOVE.

(If your application is not complete, it will not be considered for the position.)

Signature

Date

SUBMIT DOCUMENTS

The following documents must be received by no later than August 22, 2014, via mail or email (.doc, .pdf or .txt files) through the appropriate address listed below:

- **This Application**
- **Cover Letter and/or Résumé (optional, but recommended)**

Mailing Address:

Pinckney Neighborhood Association, PO Box 125, Lawrence, KS 66044

Email Address:

Pinckney.Neighborhood@gmail.com

For Questions:

Contact Pat Miller at Pinckney.Neighborhood@gmail.com or 785-550-6958

Pinckney Neighborhood Association considers applicants regardless of race, sex, religion, color, national origin, age, ancestry, sexual orientation, or disability.