



## Relief Staff Application

Thank you for your interest in working at Rosie's Place!

To apply for a Relief Staff position, please complete this form and return it to [jadlerresumes@rosiesplace.org](mailto:jadlerresumes@rosiesplace.org). Make sure to put "Relief Staff Application" in the subject heading of your email.

**Rosie's Place Mission Statement**

Rosie's Place mission is to help poor and homeless women maintain their dignity, seek opportunity and find security in their lives. We seek to fulfill this mission through the expression of our core values: Unconditional love and acceptance; Fair and non-judgmental treatment; Encouragement and the pursuit of social justice.

How did you learn about the availability of Relief Staff positions?

Have you ever volunteered here before? If so, what department did you work in and when?

Have you ever worked here before? If so, what was your job title and when?

Applicant Last Name	First Name	Middle Name		
Address	Street	City	State	Zip
Telephone Number(s)		Email Address		

**Which shifts are you available to work? Please check all in which you have interest.**

Overnight Program	Front Office	Food Pantry	Dining Room	Outreach Van
<u>Monday through Friday</u> 7:30am-3:30pm <input type="checkbox"/>	<u>Monday through Friday</u> 8:00am-12:00pm <input type="checkbox"/>	<u>Monday through Friday</u> 8:30am-12:30pm <input type="checkbox"/>	<u>Monday through Sunday</u> 6:00am-10:00am <input type="checkbox"/>	<u>Monday through Friday</u> 4:00 pm-8:00 pm <input type="checkbox"/>
<u>Saturday/Sunday</u> 7:30am-4:30pm <input type="checkbox"/>	12:00pm-4:00pm <input type="checkbox"/>	4:00pm-8:00pm <input type="checkbox"/>	10:00am-2:00pm <input type="checkbox"/>	
6:00pm-11:00pm <input type="checkbox"/>	4:00pm-8:00pm <input type="checkbox"/>		3:00pm-8:00pm <input type="checkbox"/>	
11:00pm-7:30am <input type="checkbox"/>	<u>Saturday/Sunday</u> 10:00am-3:00pm <input type="checkbox"/>		11:30am-7:30pm <input type="checkbox"/>	
	3:00pm-8:00pm <input type="checkbox"/>			



**EDUCATION**

	High School or GED	Undergraduate College/University	Graduate/Professional
School Name and Location			
Did you graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Diploma/Degree/Course of Study			

**LANGUAGES**

<b>Indicate which languages you can speak, read and/or write at either a fluent, good or fair level</b>			
	Fluent	Good	Fair
Speak			
Read			
Write			

**EMPLOYMENT EXPERIENCE**

	Dates		Work Performed
<b>Employer #1</b>	From (mo/yr)	To (mo/yr)	
Address	City/State	Reason for Leaving	
Job Title	Supervisor		

	Dates		Work Performed
<b>Employer #2</b>	From (mo/yr)	To (mo/yr)	
Address	City/State	Reason for Leaving	
Job Title	Supervisor		



		Dates		Work Performed
<b>Employer #3</b>		From (mo/yr)	To (mo/yr)	
Address	City/State	Reason for Leaving		
Job Title	Supervisor			

**Volunteer Experience:**

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**State briefly your reasons for wanting to work at Rosie's Place:**

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Please note: Rosie's Place does CORI checks on all applicants in case an offence would make it impossible for an applicant to properly perform the assigned job responsibilities. A criminal record does not disqualify applicants.



# Instructions for Completing a Fillable PDF Form

**Do not attempt to complete this form on the website.**

In order to complete this fillable PDF document, you must have the latest version of Adobe Reader installed on your machine. You can download the latest version here: <http://get.adobe.com/reader/>

## Windows Operating System

- 1) Ensure you have the most recent version of Adobe Reader:  
<http://get.adobe.com/reader/>
- 2) Before attempting to complete this form save it to the local drive on your computer.
- 3) Note the location of the saved file
- 4) Open the newly saved blank form
- 5) Enter all required information
- 6) Save the form again with your completed information on your local drive
- 7) Email to [tojadlerresumes@rosiesplace.org](mailto:tojadlerresumes@rosiesplace.org). Make sure to put "Relief Staff Application" in the subject heading of your email

## Mac Operating System

### **DO NOT ATTEMPT TO COMPLETE THIS FORM ON THE WEBSITE**

Mac users **MUST** install Adobe Reader. Mac Preview will **NOT** work with fillable PDF forms.

- 1) Install the most recent version of Adobe Reader:  
<http://get.adobe.com/reader/>
- 2) Save the form to your local drive on your own computer
- 3) Note the location of the saved file
- 4) Using Adobe Reader, open the newly saved blank form
- 5) Enter all required information
- 6) Save the form again with your completed information on your local drive
- 7) Email to [tojadlerresumes@rosiesplace.org](mailto:tojadlerresumes@rosiesplace.org). Make sure to put "Relief Staff Application" in the subject heading of your email

If you are **unable** to fill out this form on the computer, please print and fill out by hand, scan, and email to [tojadlerresumes@rosiesplace.org](mailto:tojadlerresumes@rosiesplace.org). Make sure to put "Relief Staff Application" in the subject heading of your email.