

Application for Employment

Applicants may submit employment applications and required documents in person, email, or mail.

Position(s): _____ Date of Application: _____

Legal Last Name

Legal First Name

Preferred Name

Address

City

State

Zip

Primary Phone Number

Alternative Phone Number

Email

Have you ever volunteered for Sikkoo Mandoo Community-Minnesota? Yes ☐ No ☐

Date(s) & Program(s):

Have you ever been employed by Sikkoo Mandoos Community-Minnesota? Yes ☐ No ☐

Date(s) & Position(s):

If hired, can you provide proof that you are authorized to work in the United States? Yes ☐ No ☐

If hired, when would you be available to start?

How did you hear about this open position? (*Posting website, referral, etc.*)

If you were referred to by a current employee, what is their name?

DRIVING/AUTO:

Many positions require work in the field establishing and maintaining contacts with clients, employers, etc. Because many of those locations are not well served by public transit, SMCM requires employees to use their personal vehicles or have other reliable means of transport to field locations throughout its service area. Mileage is reimbursed.

Do you have a valid driver's license? Yes ☐ State: _____ No ☐

Do you have a car you can use for work? Yes ☐ No ☐

Do you have current auto insurance? Yes ☐ No ☐

LANGUAGE SKILLS:

The duties of most SMCM positions require strong ability to speak read and write in English. Many other positions require those abilities in at least one other language, as well. Requirements for language skills other than English are posted on the job announcement for each position. Please list languages and your level of fluency in each area below.

[illegible]



	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Revised 12/2015

COMPUTER SKILLS:

Many positions at SMCM require the use of a computer. Please indicate your skill level in the following areas.

0 = No Experience 1 = Basic 2 = Intermediate 3 = Advanced

_____ Service Point	_____ Excel	_____ Social Media
_____ Google Docs	_____ Word	_____ Power Point
_____ Outlook	_____ Access	_____ Publisher
_____ Other Software: _____		

EDUCATION:

Please list your education including college, graduate, technical, trade, correspondence, and military schools, etc.

Have you graduated from high school or earned a GED? Yes ☐ No ☐

School Name and Address	Course of Study/Major	Degree/Certificate

PROFESSIONAL REFERENCES:

List three people, who are not related to you, that may speak of your past professional work or work habits

Name	Relation	Phone
Name	Relation	Phone
Name	Relation	Phone

CRIMINAL RECORD:

Yes ☐ I understand that any offer is conditional based on the successful passing of a background check. After an applicant receives a job offer, as a condition of employment, a criminal history check will be conducted, that may include fingerprinting. SMCM follows a strict standard when it comes to deciding



about convictions. If you have questions or concerns, please contact Jato Chabsi (651) 815 – 2375 or jchabsi@sikkoomandoo.com.

ADDITIONAL INFORMATION:

Use this space to add other job-related information you would like us to consider.

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WORK EXPERIENCE:

Add copies of this page to include additional work experience, do not write "See resume." Include all paid, military, non-paid, and volunteer experience related to positions applying for.

From: To:	Employer:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Position:	Phone Number:	
Duties:		
	Supervisor's Name & Telephone Number:	Reason for Leaving:

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	Supervisor's Name & Telephone Number:	Reason for Leaving:
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Duties:

	Supervisor's Name & Telephone Number:	Reason for Leaving:
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Position:	Phone Number:
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Duties:

	Supervisor's Name & Telephone Number:	Reason for Leaving:
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Sikkoo Mandoo Community-Minnesota's MISSION:

SMCM's mission is to empower and transform the Sikkoo Mandoo community-MN in the diaspora in Oromia educationally, economically, socially, and culturally.

EQUAL EMPLOYMENT OPPORTUNITY:

SMCM is an equal opportunity employer and does not discriminate based on race, color, creed, sex, national origin, sexual orientation, marital status, religion, political affiliation, veteran status, physical or mental disabilities, or other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the SMC's operations.

REASONABLE ACCOMMODATION:

Applicants may request reasonable accommodation in SMCM's recruitment and selection process by contacting the SMCM office management.

**VERIFICATION AND SIGNATURE:**

By signing this I authorize the investigation of all matters which SMCM deems relevant to my qualification for employment, including all information given in this application and any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any persons (e.g. current or former supervisors, coworkers) employers, or other entities (e.g. schools) supplying it. I also release any employee of SMCM and SMCM from all liability that may result from making the investigation.

I certify that all the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when or how discovered. I understand that I may be required to submit to a criminal background check, pre-or post-employment physical and other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. I agree with such examinations, inquiries and/or testing at SMCM's expense. I authorize the release of the results to SMCM and their use to evaluate my suitability for employment. I also release SMCM from all liability arising out of or connected with any examinations, inquiries, or testing. In consideration for employment, I agree to conform to the instructions, rules, and policies of SMCM. Employment with SMCM is at-will, which means it may be terminated at any time, with or without cause, with or without notice, at the option of either SMCM or SMCM employees. I understand that no representative of SMCM has authority to enter into any agreement either verbal or written for employment for any specified period, or to make any agreement contrary to the at-will employment, except the Executive Director and this agreement must be signed by both parties in writing.

Signature:	Date:
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Printed Name:

Submit Applications to:

REMINDER TO ALL APPLICANTS:

- Applications may be accessed at [SMCM \(sikkoomandoo.org\)](http://SMCM (sikkoomandoo.org)), or at the SMCM office, 1821 University Ave W. Suite 241, Saint Paul, MN 55104
- Applications must be received at the main office by 4:00 p.m. on the closing date, if applicable.
- Attach resume and cover letter to SMCM application form.
- All positions require completion of an SMCM application.
- Materials submitted without a completed application are considered incomplete and will not be considered.
- Due to the high volume of applications received, we will not be able to contact each applicant.
- We may not be able to return calls about inquiries about the status of your application.