

**Family Promise of Greater Kingsport**  
**601 Holston Street, Kingsport, TN 37660 423.246.6500**  
**Email to: Director@familypromisekingsport.org**

**Application for Executive Director**

Family Promise of Greater Kingsport (FPGK) is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact FPGK's Board Chair, 423.967.7135.

Please fill out all the sections below.

Please print. For employment and/or education data, a full resume may be attached instead.

Applicant's full legal name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Preferred telephone number: \_\_\_\_\_

Alternate telephone number (optional): \_\_\_\_\_

Email address: \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

What date can you start working if you are hired? \_\_\_\_\_

Are you a US citizen or approved to work in the United States? \_\_\_\_\_

Can you provide as proof of citizenship or legal status? \_\_\_\_\_

**Job Skills/Qualifications/Volunteer experience**

Please list below the skills/qualifications/experience you possess for which you are applying:

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**Education/Training:**

**High school**

Name	Location	Degree	Dates
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**College/University**

Name	Location	Degree	Dates
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**Additional specialized training or volunteer experiences**

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**Military**

Are you a current or past member of the Armed Services? \_\_\_\_\_

Active duty or discharged? \_\_\_\_\_

What branch of the military did you serve or are currently serving? \_\_\_\_\_

What was your highest rank? \_\_\_\_\_

How many years of service? \_\_\_\_\_

What military skills do you possess that would be an asset for this position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous employment, most recent first  
(the last 4 jobs or up to 10 years previously employed)**

Employer name: \_\_\_\_\_

Job title: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Employer address: \_\_\_\_\_

Employer telephone number: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer name: \_\_\_\_\_

Job title: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Employer address: \_\_\_\_\_

Employer telephone number: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer name: \_\_\_\_\_

Job title: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Employer address: \_\_\_\_\_

Employer telephone number: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer name: \_\_\_\_\_

Job title: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Employer address: \_\_\_\_\_

Employer telephone number: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Personal references:**

Please attach a separate page with 3-5 references (name, mailing & email addresses, and telephone number and a brief explanation of how each knows you) that we can contact to learn more about you. You should contact these individuals BEFORE you submit this application and obtain his/her agreement to be a candid, accurate reference for you for this position. If he/she has a habit of not answering an "unknown phone number", please ask them to be more flexible for the coming month or so.

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**Certification:**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for the rejection of my application or, if employment commences, immediate termination.

I authorize FPGK to contact former employers and educational organizations regarding my employment or education. I authorize personal references, my former employers and educational organizations to fully and freely communicate information regard any previous volunteer activities, employment, attendance, and grades.

Because FPGK works with children and vulnerable, sometimes victims of domestic violence and the Executive Director has financial responsibilities, I hereby authorize FPGK (and any designated agents or representatives) to conduct a comprehensive review of my background causing a consumer report and/or investigative consumer report to be generated for employment. I understand that the scope of this report/investigation may include, but is not limited to the following areas: verification of Social Security number, credit report, current and previous residences, employment history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, or county jurisdictions, driving records, birth records, and any other public records.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Board of Directors, the employment relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship at any time and without cause. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of FPGK, except in a specific, written contract of employment signed on behalf of the organization by its Board of Directors, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

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

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

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

Please email completed application to: [director@familypromisekingsport.org](mailto:director@familypromisekingsport.org)