



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

WITH ALLAH'S NAME, THE MERCIFUL BENEFACITOR, THE MERCIFUL REDEEMER

The Nation's Mosque MASJID MUHAMMAD, INC

1519 Islamic Way, 4th Street, NW * Washington, DC 20001
(202) 483-8832 * www.thenationsmosque.org * info@thenationsmosque.org



Application for Employment

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed:
Street Address:	City, State & Zip:	
Social Security Number:	Main Phone:	Email Address:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?
Have you ever been employed at Masjid Muhammad or CMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when and in what capacity? Reason for leaving?
Are you related to any current Masjid Muhammad employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:
How did you learn about this employment opportunity at Masjid Muhammad? Check all that apply: <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Job Bulletin (Posting) /Walk-in/Website <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:		

EDUCATION

Name of School	City/State	Did you graduate?	Date of graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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WORK EXPERIENCE: Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Please include full-time military commitments. **PLEASE NOTE: Masjid Muhammad** reserves the right to contact all current and former employers for reference information.

1. Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Employer Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	
Primary duties:		Reason for Leaving:
2. Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Employer Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	
Primary duties:		Reason for Leaving:
3. Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Employer Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	
Primary duties:		Reason for Leaving:



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4. Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Employer Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	
Primary duties:	Reason for Leaving:	

REFERENCES:

Please provide us with three (3) Professional References that can speak to the quality of your work performance. If your prior work experience is limited in such a way that you do not have three professional references, please instead provide us with personal references.

Ref #	Name:	Relationship:	# of years Known:	Phone Number:	Email Address:
1					
2					
3					

Masjid Muhammad is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualification and without regard to race, sex, religion, national or ethnic origin, disability, age, or veteran status.

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION. I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize **Masjid Muhammad** to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of **Masjid Muhammad** serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.