



**WHATCOM**  
**Council on Aging**

## APPLICANT INSTRUCTIONS

Thank you for your interest in the Executive Director position with Whatcom Council on Aging. Kara Turner, Turner HR Services, Inc. will be assisting our organization in this very important selection process.

We invite you to carefully review the Executive Director job description. If this is a position you are qualified for and passionate about, please complete the application form below (with the minimum qualifications checklist) and submit your application with a resume and a cover letter addressing the following questions:

- *What experiences, skills and traits qualify you for this position?*
- *Why does our mission and service to the community appeal to you?*
- *Why is this Executive Director position the right next step for you in your career?*

Please submit completed materials by email to [jobs@turnerhrservices.com](mailto:jobs@turnerhrservices.com) by 5 pm Friday, January 18, 2019.

Questions regarding materials may be referred to Kara Turner by email or phone (360) 739-5531.

*Whatcom Council on Aging is an  
Equal Opportunity Employer and Drug Free Workplace*



Position applying for:

Please complete this application by typing or clearly printing. Fully and accurately complete all application questions, even if submitting your resume. Use additional sheets provided if more space is required.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(State) (Zip)
Best Contact Number	Email address	

Do you have the legal right to work in the U.S.?  Yes  No  
*Note: All employment offers are contingent upon proof of eligibility to work in the U.S.*

Are you available to work:  Full-time  Part-time  Temporary  
 Please list the hours and days of the week you are available?

Have you ever been dismissed, discharged, fired or asked to resign from a position?  Yes  No  
 If yes, please explain.

<b>Education</b>			
Type of School	School & Location	Circle Yrs Completed	Degree/Certificate (Year higher level degree earned for verification purposes)
High School		9 <sup>th</sup> 10 <sup>th</sup> 11 <sup>th</sup> 12 <sup>th</sup> GED	
College or University Studies		1 2 3 4	
Graduate School		1 2 3 4	
Business or Tech. School		1 2 3 4	
Other Relevant Training or courses			

<b>License/Registration/Certificate</b>			
Description	State	Number	Expiration

## Work History

**Begin with your most recent experience.** List all jobs separately (including military) and identify gaps in employment. **A résumé will not substitute for the information required in this section.** Résumés may be attached, but do not write “See Résumé” in lieu of completing the application.

If employment was under different name, indicate name:

FROM:        /        /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO:            /        /	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

FROM:        /        /	TITLE:	EMPLOYER:
TO:            /        /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

FROM:        /        /	TITLE:	EMPLOYER:
TO:            /        /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

<b>ADDITIONAL EXPERIENCE (volunteer, internship, etc.):</b>
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### Application Release

- *To the best of my knowledge, the information herein is true and complete. I understand that providing false information on my application or during the hiring process will be grounds for elimination from further consideration or, if employed, for dismissal at any time.*
- *I understand that I will be required to provide documentation showing authorization to work in the United States.*
- *I understand that employees are considered at-will, meaning the employee or the company is free to terminate the employment relationship at any time, with or without reason, advance notice, or warning.*
- *I hereby authorize the company or its agents to solicit information regarding my previous employment, educational background and any other similar background information regarding my character, general reputation and credit, and to contact any previous employers and references I have given on my employment application regarding this information. I authorize all previous employers to furnish the company or its agents with any and all such information as described above that they may have regarding my employment and reason for leaving. I release all parties and persons connected with any such request for information or the furnishing of such information from all claims, liabilities and damages for any reason arising out of the request. If employed, I release the company from any liability for future references the company may provide regarding my work history.*

<b>Signature:</b>		<b>Date:</b>	
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*(Typed name is sufficient for signature.)*

# MINIMUM QUALIFICATIONS CHECKLIST

**Executive Director**

QUALIFICATIONS	Yes	No
I have Bachelor's Degree.		
I have three or more years experience in a leadership role within a service organization with minimum three years supervisory experience.  <b># Years' experience:</b>  <b>Largest # of employees directly supervised at one time:</b>		
I have experience developing and managing budgets. <b>Largest budget managed: \$</b>		
I have experience in the administration of a non-profit organization (preferred).		
I have basic knowledge of federal and state regulations applicable to managing non-profit organizations (preferred).		
I have a solid understanding and experience in the following functional areas: finance/budget management, fundraising, human resources, office administration, public relations, and marketing.		
I have demonstrated leadership skills (vision, passion, problem solving, produce effective results, coaching, conflict resolution, etc.).		
I have the ability to work with individuals from a variety of occupational and educational backgrounds, using courtesy, tact, and sensitivity.		
I have the ability to obtain a valid Washington State driver's license by the time of hire for work-related travel and pass the background check.		
I meet all other "Qualifications" as listed in the job announcement. If not, please describe:		

***I hereby certify that all statements made above are true and correct.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name