**Date:**

**Full name:**

**Address:**

**Phone:**

**E-mail address:**

**Are you legally entitled to work in the United States?**

**If selected for this position, when could you begin?**

**Please list three references (work-related or involving experience relevant to this position), including name, address, e-mail, phone, and occasion for relationship:**

|  |  |  |
| --- | --- | --- |
| 1. | 2. | 3. |

May we contact this reference? May we contact this reference? May we contact this reference?

**Briefly (1-2 sentences) answer the following questions:**

**What draws you to SPOON Foundation? This position?**

**Please summarize briefly 1-2 professional experiences that represent your program design and management experience.**

**What is the key to creating an effective relationship with a partner or donor? Where can it break down?**

**You're responsible for an important project near completion but receive another important one that must be completed immediately. How do you multi-task and prioritize?**

**What draws you to working in an entrepreneurial environment? What concerns you?**

**What is your experience in developing and executing monitoring and evaluation systems? How have you used M&E data in the past to inform program design or improve performance?**

**What is your personal purpose in life? How does it relate to your choice of profession?**

I acknowledge that if hired, I will be an at-will employee. I will be subject to dismissal or discipline without notice or cause, at the discretion of the employer. I also understand that this means I am free to quit my employment at any time, for any reason, without notice. I understand that no representative of SPOON Foundation, other than the Executive Director with the approval of the Executive Board, has authority to change the terms of the at-will relationship and that any such change can occur only in a written employment contract.

I also authorize SPOON Foundation to request information from former employers, the above-listed references, and law enforcement agencies.

**Applicant initials:**

**Please email completed application, resume, cover letter and two writing samples (one of which should be a grant proposal) as attachments, to hiring@spoonfoundation.org.**