

To apply, please email a complete application to
admin@greatergallatinunitedway.org
Deadline: January 15, 2021

Greater Gallatin
United Way



Employment Application Form

Data Systems Manager

Diversity and Inclusion Commitment

Greater Gallatin United Way strives to be a model of diversity and inclusion, with our board of directors, staff and volunteers reflecting the diverse identities of our community and the many faces, cultures and walks-of-life that proudly make up our world.

We respect, value and celebrate all aspects of identity including gender, age, ability, race, ethnicity, sexual orientation, gender identity, socioeconomic status, religion or spirituality, political ideology, and other identities not listed here.

We know that disparities exist among traditionally underserved populations and that bringing diverse individuals together allows us to collectively and more effectively address the issues that face our communities. It is our aim, therefore, that our partners, strategies & investments reflect these core values.

Diversity and inclusion are at the heart of what it means to **LIVE UNITED**.

Please read our full commitment statement for diversity and inclusion at GGUW and best practices [here](#).

Application Checklist

The position is open until filled. Candidate applications may be processed as received and a hire may be made before the application closing date.

Please submit the following application materials as soon as possible. We look forward to hearing from you!

- Application with References** – Complete the 4-page application form with contact information, 4 professional references, and authorization form. Located online www.GreaterGallatinUnitedWay.org/Employment
- Letter of interest** – Submit a cover letter (up to 2 pages) detailing experience with each of the following sections of the announced position description for Data Systems Manager:
 - a. Responsibilities: Operational, Donor Engagement, Financial and Marketing.
 - b. “Qualifications - Required Knowledge, Skills, and Experience”
 - c. Your interest in this specific position and in our organization’s mission & work
- Resume** – Submit a resume, which includes the following.
 - a. Current and previous employment. For each employer, provide the following information:
 - Name of employer
 - Employer address and phone
 - Type of business/organization
 - Dates employed
 - Job title
 - Salary amount
 - Supervisor name
 - Reason for leaving
 - Description of responsibilities
 - b. Names of educational institutions you attended, course of study, and certificate/degree(s).

Applicants will be subject to background checks.

All documents (Application, Cover Letter, and Resume) should be emailed to admin@greatergallatinunitedway.org no later than **midnight on Friday, January 15, 2021** with a subject line of:

“Data Systems Manager Search, [first initial and last name]”

For questions, please contact Sylvia Drain at admin@greatergallatinunitedway.org

Contact Information & Skills

Employment is contingent upon the applicant providing necessary proof of citizenship or legal authorization to work in the United States. Proof of status will be required upon employment.

Greater Gallatin United Way (GGUW) is an equal-opportunity employer. We do not discriminate in hiring because of age, race, creed, color, national origin, sexual orientation/identity, or disability. We encourage veterans, LGBTQI, and People of Color to apply for all GGUW positions.

Name: First _____ Middle _____ Last _____ **Date:** _____

For checking prior records, provide other names under which you have worked: _____

Cell phone _____ Work, home, or other phone _____

E-mail address _____

What date are you available to start work? _____

Describe software programs/technical skills you are proficient in using:

List professional organizations, memberships, or volunteer activities that may be relevant to the position, if not included in your resume:

List any other relevant skills that may not be included in resume or cover letter:

References

Please list 4 professional references:

1. **First and Last Name:** _____

Business/Organizational Affiliation: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

How you know each other: _____

2. **First and Last Name:** _____

Business/Organizational Affiliation: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

How you know each other: _____

3. **First and Last Name:** _____

Business/Organizational Affiliation: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

How you know each other: _____

4. **First and Last Name:** _____

Business/Organizational Affiliation: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

How you know each other: _____

Authorization for Background Checks, Contact References, & Employers

I hereby affirm that the information provided on this application, and on any resume I have furnished, is true and complete to the best of my knowledge. Any false information or significant omissions may disqualify me from further consideration for employment and, should I be employed by Greater Gallatin United Way, may justify termination of my employment.

I hereby authorize Greater Gallatin United Way to contact the persons, schools, employers, and other organizations named in this application or any accompanying resume, as approved below, to confirm the information, which I have provided, and to obtain any additional information needed to make an employment decision about me.

Greater Gallatin United Way is authorized to contact:

_____ All employers named on my accompanying resume

_____ All employers named on my accompanying resume, except my current employer

If authorization to contact employer is withheld by applicant and a contingent offer of employment is made to applicant by Greater Gallatin United Way to secure approval for current references, Greater Gallatin United Way may rescind any offer of employment upon receipt of unsatisfactory references.

I also hereby authorize the persons and entities named to provide Greater Gallatin United Way the information that may be requested. In addition, I hereby waive and release any claims I may have against Greater Gallatin United Way in accordance with conducting these reference checks.

I hereby authorize Greater Gallatin United Way or their agent to perform criminal background checks and understand that the organization may rescind any offer of employment upon receipt of unsatisfactory information.

I hereby acknowledge I have read and understand the above statements.

Signature _____ Date _____

Printed First and Last Name _____

Due Date:

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