



NATIONAL RIFLE ASSOCIATION OF AMERICA

INCORPORATED 1871

11250 WAPLES MILL ROAD
FAIRFAX, VA 22030

APPLICATION FOR EMPLOYMENT

WELCOME TO NRA THE NATIONAL RIFLE ASSOCIATION OF AMERICA IS AN EQUAL OPPORTUNITY EMPLOYER (MINORITY/WOMEN/DISABLED), AND IN ACCORDANCE WITH APPLICABLE FEDERAL AND VIRGINIA LAWS, DOES NOT DISCRIMINATE IN RECRUITMENT, EMPLOYMENT, PROMOTION, TRAINING OR ANY OTHER JOB-RELATED MATTERS. IF YOU NEED AN ACCOMMODATION AT THIS, OR ANY OTHER STAGE OF THE RECRUITMENT PROCESS, PLEASE CALL HUMAN RESOURCES AT 703.267.1260 OR VIA EMAIL AT CAREERS@NRAHQ.ORG

WE APPRECIATE YOUR INTEREST IN THE NATIONAL RIFLE ASSOCIATION OF AMERICA AND THE TIME YOU WILL TAKE TO PREPARE THIS APPLICATION. PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION IN INK, GIVING COMPLETE ANSWERS TO ALL THE QUESTIONS. SALARY INFORMATION MUST BE INCLUDED.

PLEASE PRINT

NAME: _____ Last First MI	HOME PHONE: _____
ADDRESS: _____	CELL PHONE: _____
CITY, STATE, ZIP: _____	May we contact you during the day? YES NO

HAVE YOU EVER BEEN EMPLOYED BY NRA BEFORE?	YES, WHEN? _____ NO	DATE AVAILABLE
SALARY DESIRED	ARE YOU WILLING TO PERFORM BUSINESS TRAVEL? YES NO	ARE YOU ABLE TO WORK OVERTIME IF REQUIRED? YES NO

POSITION INTERESTED IN: _____

HOW DID YOU HEAR OF THIS POSITION? _____

LIST ANY FRIEND OR RELATIVES WHO WORK AT NRA: _____

THE NATIONAL RIFLE ASSOCIATION WILL HIRE ONLY U.S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE U.S. ALL NEW EMPLOYEES ARE REQUIRED TO COMPLETE VERIFICATION FORMS (I-9 IMMIGRATION & NATURALIZATION SERVICE) TO VERIFY ELIGIBILITY FOR EMPLOYMENT IN THE U.S.

ARE YOU AUTHORIZED TO WORK IN THE U.S.?	YES	NO
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EDUCATION/TRAINING BACKGROUND:

TYPE OF SCHOOL	NAME & LOCATION	# YEARS COMPLETED? DID YOU GRADUATE? DEGREE TYPE?	MAJOR STUDIES
HIGH SCHOOL			
COLLEGE			
BUSINESS/ SECRETARIAL			
POSTGRADUATE			
OTHER			

LIST RELEVANT SPECIALIZED TRAINING, CERTIFICATES, ACCREDITATION OR LICENSES:

LIST RECENT JOB RELEVANT STUDENT ACTIVITIES AND WHAT OFFICES HELD, IF ANY?

INDICATE THE TYPES OF OFFICE EQUIPMENT WITH WHICH YOU HAVE EXPERIENCE:

LIST THE TYPES OF COMPUTER SOFTWARE APPLICATIONS WITH WHICH YOU HAVE EXPERIENCE. INDICATE YOUR LEVEL OF PROFICIENCY FOR EACH:

EMPLOYMENT RECORD

LIST PRESENT OR MOST RECENT POSITION FIRST, THEN NEXT RECENT, ETC. PLEASE ACCOUNT FOR ALL TIME PERIODS.

NAME AND ADDRESS OF FIRM			DESCRIBE YOUR DUTIES	
TYPE OF BUSINESS		PHONE#		
YOUR TITLE		YOUR DEPARTMENT		
DATES (MM/YY)	FROM	TO	LAST SALARY	DID YOU RESIGN? YES NO
NAME AND TITLE OF SUPERVISOR			REASON FOR LEAVING	

NAME AND ADDRESS OF FIRM			DESCRIBE YOUR DUTIES	
TYPE OF BUSINESS		PHONE#		
YOUR TITLE		YOUR DEPARTMENT		
DATES (MM/YY)	FROM	TO	LAST SALARY	DID YOU RESIGN? YES NO
NAME AND TITLE OF SUPERVISOR			REASON FOR LEAVING	

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TYPE OF BUSINESS		PHONE#		
YOUR TITLE		YOUR DEPARTMENT		
DATES (MM/YY)	FROM	TO	LAST SALARY	DID YOU RESIGN? YES NO
NAME AND TITLE OF SUPERVISOR			REASON FOR LEAVING	

NAME AND ADDRESS OF FIRM			DESCRIBE YOUR DUTIES	
TYPE OF BUSINESS		PHONE#		
YOUR TITLE		YOUR DEPARTMENT		
DATES (MM/YY)	FROM	TO	LAST SALARY	DID YOU RESIGN? YES NO
NAME AND TITLE OF SUPERVISOR			REASON FOR LEAVING	

LIST EMPLOYMENT NOT SHOWN ABOVE OR ANY CIVIC, NRA OR OTHER ORGANIZATIONAL ACTIVITIES

FROM DATE	TO DATE	NAME AND ADDRESS OF COMPANY OR ACTIVITY	POSITION HELD	SALARY IF ANY

CRIMINAL RECORD – FOR HEADQUARTERS-BASED POSITIONS ONLY

DISCLOSURE OF A CRIMINAL RECORD DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT CONSIDERATION. YOUR CASE WILL BE JUDGED ON ITS OWN MERITS. HOWEVER, FALSIFICATION OF YOUR RECORD WILL RESULT IN IMMEDIATE DISMISSAL IF DISCOVERED SUBSEQUENT TO HIRE.

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION?	YES	NO
COMMENTS:		

REFERENCES

PLEASE PROVIDE AT LEAST THREE (3) ADDITIONAL BUSINESS/PROFESSIONAL REFERENCES WHO ARE NOT MEMBERS OF YOUR FAMILY.

NAME	PHONE NUMBER
COMPANY	POSITION
WORKING RELATIONSHIP (PEER, SUPERVISOR, SUBORDINATE)	
NAME	PHONE NUMBER
COMPANY	POSITION
WORKING RELATIONSHIP (PEER, SUPERVISOR, SUBORDINATE)	
NAME	PHONE NUMBER
COMPANY	POSITION
WORKING RELATIONSHIP (PEER, SUPERVISOR, SUBORDINATE)	

PLEASE READ THE FOLLOWING CAREFULLY, AND INDICATE YOUR CONCURRENCE BY SIGNING BELOW

I understand that this application does not constitute an expressed or implied contract of employment.

If offered employment, I understand and acknowledge that the NRA is an “at-will” employer. Either the Association or I may terminate the employee/employer relationship at any time, with or without cause or notice.

I represent, warrant and certify that I am not prohibited by any federal, state, or local law, ordinances, or regulation from possessing, purchasing, using, or having access to firearms and/or ammunition.

I authorize investigation of all statements contained in this application by NRA or third parties hired by NRA. I understand that misrepresentation (including omission of facts constituting misrepresentation or fraud) will be sufficient cause for discontinuing consideration of employment, or for dismissal should I have been hired prior to discovery of such misrepresentation.

I understand that no representative of the NRA other than the EVP or Human Resources has any authority to make job offers or enter into any agreement, including pay or salary level, with the NRA. I further understand that this entire statement applies to the entire period before, during and after I may be employed.

Signature

Date



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AUTHORIZATION AND RELEASE

I hereby authorize and consent for the National Rifle Association, NRA, and third parties hired by NRA, to verify my educational records and to secure transcripts of that record, if so desired, to make inquiries of former employers as to my job performance, and to inquire of references as to my qualifications and desirability as an employee, to verify my criminal record, and I hereby release any person, educational body, former employer and given reference from any and all claims of whatever nature that I might have as a result of a response given to inquiries by the National Rifle Association.

I specifically understand and agree that this authorization and release shall remain in effect before, during and after any employment with the NRA.

APPLICANT NAME (Print)

APPLICANT SIGNATURE

DATE

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

“EEO is the Law” Poster Supplement

Employers Holding Federal Contracts or Subcontracts Section Revisions

The Executive Order 11246 section is revised as follows:

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

PAY SECRECY

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

The Individuals with Disabilities section is revised as follows:

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

The Vietnam Era, Special Disabled Veterans section is revised as follows:

PROTECTED VETERANS

The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Mandatory Supplement to EEOC P/E-1 (Revised 11/09) “EEO is the Law” Poster.

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.