

# Application For Employment

<b>Please Print</b>		<i>We Are An Equal Opportunity Employer</i>		
Last Name	First Name	Middle Initial	Social Security Number	
Address	City	State	Zip Code	Phone Number
Position or Type of Work Applied For				Rate of Pay Expected \$ _____ per

## GENERAL INFORMATION

Are you applying for Full Time , Part Time , or Temporary  work?

What days and hours are you available to work? \_\_\_\_\_

On what date are you available to start work? \_\_\_\_\_ Are you willing to work overtime? Yes  No

Are you at least 18 years? Yes  No

If not, can you provide a valid Work Permit, high school diploma, or equivalent? Yes  No

What languages do you speak, read, or write fluently? \_\_\_\_\_

If hired, can you verify that you have the legal right to work in United States? Yes  No

How long have you live at your current address? \_\_\_\_\_

Are you presently on lay off from another job and subject to recall? Yes  No

If so, please explain \_\_\_\_\_

Have you ever served in the Armed Forces? Yes  No  If so, what branch? \_\_\_\_\_

Do you have any special skills, training, or experience which may help you qualify for employment? Yes  No

If so, please explain \_\_\_\_\_

Do you have any certificates or licenses which may help you qualify for employment? Yes  No

If so, please list \_\_\_\_\_

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Do any of your relatives work for this church? Yes  No  If so, who? \_\_\_\_\_

Have you applied for work at this church before?  Yes  No  If so, when? \_\_\_\_\_

Have you ever worked fort this church before?  Yes  No  If so, when? \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes  No

If so, please explain (NOTE: Conviction will not necessarily disqualify applicant) \_\_\_\_\_

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How did you find out about this employment opportunity? \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Type of School	Name and Address	How Many Years Attended	Graduated	Course or Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business or Seminary			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

# EMPLOYMENT EXPERIENCE

Please start with your most recent job and include all periods of employment, self-employment, job-related military service, and volunteer work.

From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving
Describe the Work You Did			
From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving
Describe the Work You Did			
From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving
Describe the Work You Did			
From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving
Describe the Work You Did			
From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving
Describe the Work You Did			

May we contact the employers listed above?    Yes  No     If not, please indicate which ones you do not wish us to contact.

## PERSONAL REFERENCES

Please do not list relatives or former employers.

Name and Occupation	Address	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

## CERTIFICATION AND ACKNOWLEDGEMENT

I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application for Employment form will be considered grounds for termination.

I authorize the church to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the church any and all information they may have concerning my previous employment. In addition, I hereby release the church, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosure.

I acknowledge that, prior to or during my employment, the church may require any legal testing and/or examination, including but not limited to, medical, physical, drug and/or alcohol, psychological, and skill and aptitude.

I also acknowledge that, if employed, both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout my employment with the church and may not be modified by any oral or implied agreement.

Applicant's Signature	Date
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