

APPLICATION FOR EMPLOYMENT

Personal Information

Date: _____

Name: _____
Last First Middle

Social Security #: _____

Address: _____
Street

City State Zip

How Long? _____

Phone: _____

E-mail: _____

Cell Phone: _____

Are you legally permitted to work in the United States? Yes No Are you 18 years or older? Yes No

Employment Desired

Position: _____ Date Available: _____ Salary Desired: _____

Have you applied here before? Yes No When? _____ For what job? _____

Have you worked here before? Yes No When? _____ In what job? _____

Referred by: _____

Education

	Name and Location of School	No. of Years Attended	Did You Graduate?	Subjects Studied
Grammar School				
High School				
College				
Graduate, Trade or Business School				

General

Foreign Languages Spoken Fluently: _____

Special Training: _____

Special Skills: _____

References. List three people not related to you, whom you have known for at least one year.

Name	Address	Phone	Yrs. Known

Emergency Notification. In case of emergency, notify:

Name	Address	Phone

Employment History. List employers beginning with most recent, **providing *all* requested information.**
DO NOT WRITE "SEE RESUME." Account for all time (i.e., **NO EMPLOYMENT HISTORY GAPS**).

From (MO/YR)	Company		Position
	Address		Rate of Pay
To (MO/YR)	City	State	Zip
	Phone	Supervisor	
Reason for Leaving			

May we contact your present employer (if any) to verify your work record? Yes No

• Unemployment (If any) Dates: From _____ (MO/YR) to _____ (MO/YR)

From (MO/YR)	Company		Position
	Address		Rate of Pay
To (MO/YR)	City	State	Zip
	Phone	Supervisor	
Reason for Leaving			

• Unemployment (If any) Dates: From _____ (MO/YR) to _____ (MO/YR)

From (MO/YR)	Company		Position
	Address		Rate of Pay
To (MO/YR)	City	State	Zip
	Phone	Supervisor	
Reason for Leaving			

• Unemployment (If any) Dates: From _____ (MO/YR) to _____ (MO/YR)

From (MO/YR)	Company		Position
	Address		Rate of Pay
To (MO/YR)	City	State	Zip
	Phone	Supervisor	
Reason for Leaving			

Which of these jobs did you like best? _____

What did you like most about this job? _____

Authorization (To be read and signed by applicant). By completing and submitting this application, I:

- authorize church to investigate my background and employment history and authorize employers, references and any other individuals contacted by church to release any and all information requested and absolve those parties who provide information from any and all liability for so doing;
- certify that all the information submitted by me on this application and in connection with church's evaluation of me as a candidate for employment is true and complete, and understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time;
- in consideration of employment, agree to conform to the church's policies, procedures and guidelines as they now exist and as they may change in the future;
- understand and agree that, if I am hired, the terms and conditions of my employment may be changed by the church at any time, with or without cause and with or without notice, and that no church representative has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing; and
- understand and agree that, if employed, I shall not commence any action or other legal proceeding related to my employment or the termination thereof more than six months after the event complained of and agree to waive any statute of limitations to the contrary;
- acknowledge that if I accept a position with the church, the church and I agree that the employment relationship between the church and me is an at will relationship and that the employment relationship and compensation and benefits can be terminated, with or without cause, and with or without notice at any time, at the option of either the church or me.

Date: _____ Signature: _____