

# EMPLOYMENT APPLICATION

## I. Personal Information

Social Security Number \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street City State Zip

Telephone Number/email(s) where you can be reached ( ) \_\_\_\_\_

Are you either a US citizen or an alien who has a legal right to work in the job for which you are applying? Yes No  
If you are under 18 years of age, can you provide required proof of your identity and eligibility to work? Yes No

II. Church Affiliation \_\_\_\_\_  
Current place of worship \_\_\_\_\_  
How long have you been attending there? \_\_\_\_\_

## III. Position Information

Position Desired \_\_\_\_\_

How did you learn about this opening? Newspaper Website Personal Reference Other (specify) \_\_\_\_\_

Do you want to work Full-Time Part-Time Specify days and hours if part-time \_\_\_\_\_

Availability Date \_\_\_\_\_

## IV. Prior Work History

LIST ALL POSITIONS IN REVERSE CHRONOLOGICAL ORDER. PLEASE ACCOUNT FOR ALL PERIODS OF TIME.

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_ Rate of Pay Start \_\_\_\_\_ Finish \_\_\_\_\_  
Street City State Zip

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor Name/Title \_\_\_\_\_ Telephone \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_ Rate of Pay Start \_\_\_\_\_ Finish \_\_\_\_\_  
Street City State Zip

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor Name/Title \_\_\_\_\_ Telephone \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_ Rate of Pay Start \_\_\_\_\_ Finish \_\_\_\_\_  
Street City State Zip

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor Name/Title \_\_\_\_\_ Telephone \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_  
 Address \_\_\_\_\_ Rate of Pay Start \_\_\_\_\_ Finish \_\_\_\_\_  
                     Street                      City                      State      Zip  
 Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Supervisor Name/Title \_\_\_\_\_ Telephone \_\_\_\_\_

**V. Professional References (Please exclude relatives) References must be provided.**

	Name/Occupation	Relationship	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**VI. Education/Training/Licensing**

Circle highest year of education completed      9 10 11 12      13 14 15 16      Post Graduate

Name of School _____	Name of School _____
Address _____ Street _____	Address _____ Street _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Degree _____	Degree _____

**VII. Special Skills or Qualifications**

\_\_\_\_\_  
 \_\_\_\_\_

**VIII. General Information**

NOTE: If you are granted an initial interview for any position, you will be asked whether you have ever been convicted of any crime which has not been removed or sealed by a court. If so, you will be asked to describe the nature of the crime, your subsequent conduct or rehabilitation, and to explain any other factors you believe are necessary to be evaluated and considered within the context of your application. A criminal conviction will not necessarily bar employment. However, certain factors will always be considered, including whether the conviction indicates a financial or security risk, whether the crime was job-related, or any other relevant factor(s).

In the past three years have you knowingly used narcotics, amphetamines or barbiturates other than those prescribed to you by a Licensed Physician?      Yes      No      If yes, furnish details \_\_\_\_\_

**IX. Applicant's Certification and Agreement**

**PLEASE READ CAREFULLY AND SIGN**

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND THAT IF EMPLOYED, ANY FALSE STATEMENTS INCLUDED ON THIS APPLICATION WILL BE GROUNDS FOR DISMISSAL.

I UNDERSTAND THAT NEITHER THIS DOCUMENT NOR ANY OFFER OF EMPLOYMENT FROM THE EMPLOYER CONSTITUTES AN EMPLOYMENT CONTRACT UNLESS A SPECIFIC DOCUMENT TO THAT EFFECT IS EXECUTED BY THE EMPLOYER AND THE EMPLOYEE IN WRITING.

I AUTHORIZE AN INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ANY LIABILITY THAT MAY RESULT FROM FURNISHING THE SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD, AND REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, I MAY BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Document Number (Office Use Only)\_\_\_\_\_

07/2016