

# APPLICATION FOR EMPLOYMENT

Applications are received and employees are hired without regard to race, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in our organization.

While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper or write on the back of the form. PLEASE PRINT ALL INFORMATION!

Date Prepared \_\_\_\_\_

## PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle Initial

Present address \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_  
No. Street City State Zip

How long have you lived at above address? \_\_\_\_\_ How long did you live there? \_\_\_\_\_

Previous address \_\_\_\_\_  
No. Street City State Zip

Are you over the age of 18?  Yes  No If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak and write fluently? \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.?  Yes  No

## EMPLOYMENT INFORMATION

Position applying for \_\_\_\_\_ Date available for work \_\_\_\_\_

What salary/hourly rate do you expect? \_\_\_\_\_

Type of employment :  Full Time  Part Time  Temporary

What days and hours if part time? Days \_\_\_\_\_ Hours \_\_\_\_\_  
From ( ) AM ( ) PM To ( ) AM ( ) PM

Have you ever applied for a job with us before?  Yes  No

Have you ever worked for us before?  Yes  No

Have you ever been convicted of any crime other than a minor traffic violation?  Yes  No  
 If yes, state date, court and place where offense occurred \_\_\_\_\_

Have you ever been discharged or requested to resign from a position?  Yes  No  
 If yes, explain \_\_\_\_\_

Does your present employer know of your plans to change employment?  Yes  No  
 Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)?  Yes  No

Can you perform the duties of the position with or without reasonable accommodation?  Yes  No  
 If reasonable accommodations are required, please list them \_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? \_\_\_\_\_

## EDUCATION INFORMATION

Schooling	Years Completed	Degree Rec. and Major Sub.	Name of School	Location	Did You Graduate?
Grammar or High School					
Trade Bus. or Correspondence					
College					
Graduate School or Seminary					

Describe any other specialized or professional training (such as computers, etc.). If you are presently enrolled in school, what are you studying? \_\_\_\_\_

## CHURCH AFFILIATION

Please list your church membership(s) over the past five years:

Current Church _____	Dates attended _____	City/State _____	Phone # _____
Previous Church _____	Dates attended _____	City/State _____	Phone # _____
Previous Church _____	Dates attended _____	City/State _____	Phone # _____
Previous Church _____	Dates attended _____	City/State _____	Phone # _____

## PRIOR WORK RECORD (Start with most recent or present employer)

1 Name of Most Recent Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Name & Position of Immediate Supervisor \_\_\_\_\_ Date of Employment : From \_\_\_\_\_ To \_\_\_\_\_  
 Your Position or Title \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
 Describe Your Duties \_\_\_\_\_  
 Reason For Leaving \_\_\_\_\_

**PRIOR WORK RECORD (Continued)**

2 Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Name & Position of Immediate Supervisor \_\_\_\_\_ Date of Employment : From \_\_\_\_\_ To \_\_\_\_\_  
 Your Position or Title \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
 Describe Your Duties \_\_\_\_\_  
 Reason For Leaving \_\_\_\_\_

3 Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Name & Position of Immediate Supervisor \_\_\_\_\_ Date of Employment : From \_\_\_\_\_ To \_\_\_\_\_  
 Your Position or Title \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
 Describe Your Duties \_\_\_\_\_  
 Reason For Leaving \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If not, indicate by No. which one(s) you wish us not to contact

**PERSONAL REFERENCES**

(Do not list relatives or previous supervisors)

Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Years known \_\_\_\_\_ Occupation \_\_\_\_\_  
 Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Years known \_\_\_\_\_ Occupation \_\_\_\_\_  
 Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Years known \_\_\_\_\_ Occupation \_\_\_\_\_

**APPLICANT'S STATEMENT - READ CAREFULLY!**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

I authorize the use on any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

NOTE If this application is returned by mail, please address it to: "Attn: Human Resources" and mark the envelope "Personal and Confidential".