



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer. We value diversity and consider qualified applicants for all positions without regard to race, color, religion, gender, national origin, age, disability or marital status, and/or any other category protected by federal, state, or local laws that addresses employment practices.

Instructions: Please complete this form. Fill in all information requested, even if attaching a resume. If you require additional space for answers, please use an additional sheet of paper. Incomplete applications will be discarded. Applications for employment are considered active for 60 days

Last Name:	First Name:	Middle Name:	
Address:	City:	State:	Zip:
Email Address (optional):			
Telephone Number(s):		Date of Birth:	
Home:			
Cellular:			

Position(s) applied for:	Salary Desired:
Name of Company/Employee who referred you (if appropriate):	

If not a U.S. Citizen, are you lawfully permitted to be employed in the United States? _____ Yes No

If you are under 18 years of age, can you provide required work permits? _____ Yes No

Have you ever been employed with us before? _____ Yes No

If Yes, give dates: _____ State name while employed (If different form present): _____

Do you presently have any relatives working for us? _____ Yes No

If Yes, please state name: _____ Relationship: _____

Employment desired: Full Time Part Time _____ (Specify Temporar

Are you willing to work overtime? Yes NO If hired, date you can begin working: _____

With or without accommodation, are you able to perform the essential job functions of the position for which you are applying? _____ Yes No

Have you ever been convicted of any criminal offense, including, but not limited to robbery, embezzlement, forgery, use, possession or sale of drugs, tax evasion, DUI, or any criminal offense involving dishonesty or breach of trust? _____ Yes No

▪ Have you ever been charged with a crime and pleaded nolo contendere, had adjudication withheld, or pleaded nolo pross to include, but not limited to, any criminal offense listed above? _____ Yes No

▪ Have you ever been charged with a crime and pleaded nolo contendere, had adjudication withheld, or pleaded nolo pross to include, but not limited to, any criminal offense listed above? _____ Yes No

If yes, please state type and relevance of the offense, period of time, disposition and any rehabilitation in the lines provided below. (Conviction of a crime, or pleading nolo pross, nolo contendere, and/or adjudication withheld will not necessarily be a bar to employment.) The above factors may be taken into account in determining the effect on suitability for employment.

(Should you need additional writing space, please feel free to attach pages to the application.)

Are you now, or have you ever been under investigation, or have you ever been excluded, suspended, sanctioned, or debarred from any federal or state governmental program?? Yes No

If YES, please fully explain the details including dates, the state where the incident occurred and any adverse action against you.

(Should you need additional writing space, please feel free to attach pages to the application.)

EMPLOYMENT EXPERIENCE

START WITH YOUR PRESENT AND MOST RECENT EMPLOYMENT

Employment Dates Month/Year	Place of Employment	Salary	Type of Business	Position Type of Work
From:	Name Phone:	Start		
To:	Address	Final		
Reason for leaving/desire to leave:			Supervisor's Name	

Employment Dates Month/Year	Place of Employment	Salary	Type of Business	Position Type of Work
From:	Name Phone:	Start		
To:	Address	Final		
Reason for leaving/desire to leave:			Supervisor's Name:	

Employment Dates Month/Year	Place of Employment	Salary	Type of Business	Position Type of Work
From:	Name Phone:	Start		
To:	Address	Final		
Reason for leaving/desire to leave:			Supervisor's Name:	

Employment Dates Month/Year	Place of Employment	Salary	Type of Business	Position Type of Work
From:	Name Phone:	Start		
To:	Address	Final		
Reason for leaving/desire to leave:			Supervisor's Name:	

REFERENCES				
Provide references that are NOT relative or friends – include names of at least three (3) direct supervisors or colleagues for whom you have worked for.				
Full Name	Profession/Job Title	Contact Phone#	Email Address	Years Known

May we contact your present or previous employer(s)? Yes NO

If no, please explain reason(s): _____

Have you ever been terminated or requested to resign from a position? Yes NO

Has your employment ever been terminated by mutual agreement? Yes NO

If you answered yes to any of the above, please explain situation/circumstances of each: _____

Have you ever been terminated or requested to resign from a position? Yes NO

If YES, explain: _____

APPLICANT CERTIFICATION

Please read the following statements carefully before signing.

As part of our employment procedures, a routine background investigation may be made by an independent consumer-reporting agency. As part of this background investigation, you agree to the following, if requested:

- To have my credit record checked for employment purposes
- To have my driving record checked for employment purposes.
- To have a criminal record history check.
- To submit to a test for the presence of drugs, narcotics or alcohol.
- To allow a verification of previous employment and personal references.

I understand that these procedures could take place prior to or at any time subsequent to my employment.

If the background or any subsequent investigation discloses any misrepresentation or falsification on the application form or information indicating that I am not suited for employment with the Company, I will be refused employment, or, if already employed, terminated.



APPLICATION FOR EMPLOYMENT

I understand and agree that, if hired, my employment is AT WILL and for no definite period and I may be terminated at any time for any reason without notice (unless required by law. Please Initial Here: _____

I understand that all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description relating to the Church or to anyone with whom the Church has dealings, constitute privileged information and is to be treated in a strictly confidential manner. I understand and agree that, should I be employed by the Church, I will not, at any time, communicate or reveal any privileged information to anyone outside the Church. I understand and agree that the Church has a zero-tolerance policy for workplace violence. I also understand that any violation of the forgoing shall be sufficient grounds for termination of my employment.

In the event that I am employed by the Church I will comply with all rules and regulations as set forth in the Church’s policy manual(s) or other communications distributed to all employees. If I should seek additional employment, I will notify the Church in writing of said additional employment, and that should there be any conflict of interest, the Church may advise me that should I accept this additional employment, I may no longer be able to be employed.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

This document is not a contract, and no statements made by any representative of the Company should be considered as a contract.

I understand that I have no expectations of privacy with regards to any property owned or operated by the Church. I understand that the Church has the right to inspect, at any time, with or without notice, the following: premises, equipment, storage, desks, and all electronic devices to include but not limited to email, voicemail, internet, all PC based programs, land lines and cell phone lines, PC laptops, and all other communication systems.

I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documents to verify their identity and their legal authorization to work in the U.S. Therefore, I understand that any offer of employment is contingent on my ability to produce the required documentation within the time period required by law. I also understand that if my immigration or work authorization status changes after I begin work so that I am no longer able to continue to work in the U.S., I will advise the Church immediately.

I hereby authorize, without reservation, any part or agency contacted by this employer to furnish the above-mentioned information and further authorize ongoing procurement of the above-mentioned reports at any time during my employment. Copies of this authorization are as valid as the original document.

I acknowledge that I have read and understand the above statements.

Please note that applications for employment are considered to be active for a period of 60 days. After this period of time, it will be necessary for you to file a new employment application form if you still wish to be considered for employment.

Signature:

Print Name: _____

Date: _____

Insert your signature in this box or sign by email