

EMPLOYMENT APPLICATION FORM

Name: _____ Date: _____
Last First Middle

Present Address: _____

City: _____ State: _____ Zip Code: _____

Permanent Address (if different): _____

City: _____ State: _____ Zip Code: _____

Birthdate: ____ / ____ / ____ Home Phone: (____) _____ Cell Phone: (____) _____

Position Applying For: _____

Applying For: ☐ Regular Full-Time ☐ Regular Part-Time ☐ Temporary

Describe Availability: _____

Have you ever applied for our ministry position before? ☐ No ☐ Yes – If yes, when? _____

Do you have any friends or relatives employed by our ministry? ☐ No ☐ Yes – If yes, share:

Name, Position

Relationship

Name, Position

Relationship

Do you attend _____ Church? ☐ No ☐ Yes – If yes, for how long? _____

Are you a member of _____ Church? ☐ No ☐ Yes – If yes, date joined: _____

If hired, would you have a reliable means of transportation to and from work?... ☐ Yes ☐ No

Are you at least 18 years old? (If under 18, hire is subject to being
of minimum legal age to work)..... ☐ Yes ☐ No

If hired, can you present evidence of your U.S. citizenship or proof
of your legal right to live and work in this country?..... ☐ Yes ☐ No

Have you ever been arrested or convicted of a crime (other than moving
Violations)?..... ☐ Yes ☐ No

If yes, please explain: _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?..... ☐ Yes ☐ No

If no, describe the functions that cannot be performed: _____

Are you currently employed?..... ☐ Yes ☐ No

If so, may we contact your current employer?..... ☐ Yes ☐ No

Some of those with whom we communicate might not speak English. Do you speak, write or understand any foreign language(s)?..... ☐ Yes ☐ No

If yes, which language? _____

Education

School	Name, Address, City, State, Zip	# Years Completed	Did you Graduate?	Degree or Diploma
High School			☐ Yes ☐ No	
College / University			☐ Yes ☐ No	
Graduate School			☐ Yes ☐ No	
Vocational / Business			☐ Yes ☐ No	
Vocational / Business			☐ Yes ☐ No	

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Employed From / To	Company Name, Address, City, State, Zip	
		Phone:
		Supervisor's Name:
		Supervisor's Ext. #:
	Your Job Title:	
	Your Duties:	
	Reason for Leaving:	
	May we contact this employer for a reference? ☐ Yes ☐ No	
		Phone:
		Supervisor's Name:
		Supervisor's Ext. #:
	Your Job Title:	
	Your Duties:	
	Reason for Leaving:	
	May we contact this employer for a reference? ☐ Yes ☐ No	
		Phone:
		Supervisor's Name:
		Supervisor's Ext. #:
	Your Job Title:	
	Your Duties:	
	Reason for Leaving:	
	May we contact this employer for a reference? ☐ Yes ☐ No	

Attach additional pages if necessary.

References

Name:	Address:
Phone:	
Occupation:	# Years Acquainted:
Name:	Address:
Phone:	
Occupation:	# Years Acquainted:
Name:	Address:
Phone:	
Occupation:	# Years Acquainted:

Please read carefully, initial each paragraph, and sign below.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize First Presbyterian Church to thoroughly investigate any references, work record, education, and other matters related to my suitability for employment and further, authorize the references I have listed to disclose to our ministry any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release our ministry, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and _____ Church. In addition, I understand and agree that if I am employed my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or _____ Church, and that no promises or representations to the contrary are binding on _____ Church unless made in writing and signed by me and the Church Administrator.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by First Presbyterian Church, I am entitled to copies of any such public records obtained by the Church unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

☐ I waive receipt of a copy of any public record described in the paragraph above.

Signature

Date

Printed Name