



## Application for Employment

**(Please Print)**

|  |                     |
|--|---------------------|
| Position(s) Applied For  | Date of Application |
| How Did You Learn About Us?<br><input type="checkbox"/> <input type="checkbox"/> Advertisement/Internet <input type="checkbox"/> Friend _____ <input type="checkbox"/> <input type="checkbox"/> Other _____<br><input type="checkbox"/> Church Information <input type="checkbox"/> Relative _____ |                     |

|                     |            |                        |
|---------------------|------------|------------------------|
| Last Name           | First Name | Middle Name            |
| Address: Number     | Street     | City                   |
|                     |            | State                  |
|                     |            | Zip                    |
| Telephone Number(s) |            | Social Security Number |

Best time to contact you at home is: \_\_\_\_\_ Between \_\_\_\_\_:\_\_\_\_\_ and \_\_\_\_\_:\_\_\_\_\_ a.m./p.m.

If you are under 18 years of age, can you provide required proof of your eligibility to work?    \_\_\_ Yes    \_\_\_ No

If you are applying for a position that requires foreign language skills, please note any foreign language abilities you possess which would qualify you for this position. \_\_\_\_\_

Have you ever filed an application with us before?    \_\_\_ Yes    \_\_\_ No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?    \_\_\_ Yes    \_\_\_ No  
If yes, give date \_\_\_\_\_

Are you a regular attendee of a local church?    \_\_\_ Yes    \_\_\_ No  
If yes, please give name and phone number \_\_\_\_\_

Have you ever been convicted of any crime other than a minor traffic violation?    \_\_\_ Yes    \_\_\_ No  
If yes, state date, and where offense occurred, and court where conviction was entered: You need not provide information in sealed or expunged records. \_\_\_\_\_

Have you ever been bonded?    \_\_\_ Yes    \_\_\_ No                      Have you ever been refused bond?    \_\_\_ Yes    \_\_\_ No  
If yes, state reason and date \_\_\_\_\_

Are you currently employed?    \_\_\_ Yes    \_\_\_ No

If so, does your current employer know of your plans to change employment?    \_\_\_ Yes    \_\_\_ No  
Why do you desire to make a change? \_\_\_\_\_

May we contact your present employer?    \_\_\_ Yes    \_\_\_ No

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

Would you have steady transportation to work?    \_\_\_ Yes    \_\_\_ No

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

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary/hourly rate? \_\_\_\_\_

Type of employment: \_\_\_\_ Full \_\_\_\_ Part-time \_\_\_\_ Temporary

What days and hours if part time? Days \_\_\_\_\_ Hours \_\_\_\_\_  
 From: \_\_\_\_\_ a.m., \_\_\_\_\_ p.m. To: \_\_\_\_\_ a.m., \_\_\_\_\_ p.m.

If needed, are you available to work on Sundays? \_\_\_\_ Yes \_\_\_\_ No

| <b>EDUCATION</b>             |                                   |                        |                        |                       |
|------------------------------|-----------------------------------|------------------------|------------------------|-----------------------|
| <b>School Last Attended</b>  | <b>Name and Address of School</b> | <b>Course of Study</b> | <b>Years Completed</b> | <b>Diploma/Degree</b> |
| <b>High School</b>           |                                   |                        |                        |                       |
| <b>Undergraduate College</b> |                                   |                        |                        |                       |
| <b>Graduate/Professional</b> |                                   |                        |                        |                       |
| <b>Other (Specify)</b>       |                                   |                        |                        |                       |

(Attach a sheet if the above space is not large enough)

| <b>PRIOR WORK RECORD (Start with most recent or present employer)</b>   |  |
|---|--|
| Provide a complete list of all employment including self-employment and volunteer work since age 18. You may attach an additional sheet if necessary to provide a complete list.  |  |
| 1. Name of most recent employer _____ Telephone No. _____<br>Address _____<br>Name and position of Immediate Supervisor _____ Date of Employment: From _____ To _____<br>Your position, title and duties _____ Starting Rate \$ _____ Ending Rate \$ _____<br>Reason for leaving _____  |  |
| 2. Name of employer _____ Telephone No. _____<br>Address _____<br>Name and position of Immediate Supervisor _____ Date of Employment: From _____ To _____<br>Your position, title and duties _____ Starting Rate \$ _____ Ending Rate \$ _____<br>Reason for leaving _____  |  |
| 3. Name of employer _____ Telephone No. _____<br>Address _____<br>Name and position of Immediate Supervisor _____ Date of Employment: From _____ To _____<br>Your position, title and duties _____ Starting Rate \$ _____ Ending Rate \$ _____<br>Reason for leaving _____<br>(Please identify other employment on attached sheet.) |  |
| May we contact your current employer? _____   |  |

| <b>Comments: Include explanation of any gaps in employment (except for educational and medical reasons).</b> |
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| _____<br>_____<br>_____  |

**Describe any specialized training, apprenticeship, skills, and extra-curricular activities relevant to the position for which you have applied.**

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**List professional, trade, business, or religious activities and offices held.**

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**Additional Information**

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

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State any additional information you feel may be helpful to us in considering your application.

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**Personal/Professional References**

**Do not include family members.**

| Name | Phone Number | Best Time to Call | Occupation |
|------|--------------|-------------------|------------|
| 1.   |              |                   |            |
| 2.   |              |                   |            |
| 3.   |              |                   |            |

**Applicant's Statement**

I certify that answers given herein are true and complete.

I authorize investigation of all information provided in this application, or otherwise in the hiring process, as may be necessary in arriving at an employment decision. I hereby generally release Grace Chapel, and its employees, agents, and volunteers, for any injury or damage that I may suffer as a result of such an investigation.

I hereby understand and acknowledge that any employment relationship with this organization is of an **"at will"** nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed, with or without advanced notice, and for any reason except by a written agreement signed by employee and the administrator of Grace Chapel.

In the event of employment, I understand that incomplete, inaccurate, false, or misleading information given in my application or interview(s), or at any other time in the hiring process, may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date