



# Employment Application - Sample

<Church Name >

Address

Phone

## EMPLOYMENT APPLICATION

Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ E-mail \_\_\_\_\_

Length of time at address listed above: \_\_\_\_\_

Position desired: \_\_\_\_\_ Date available to start: \_\_\_\_\_

What hours and days are you available to work? \_\_\_\_\_

If hired, what salary or rate of pay do you expect to receive? \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No  
*(Proof of eligibility will be required upon offer of employment)*

Are you over the age of 18?  Yes  No  
*(If no, you may be required to provide authorization from a parent or guardian)*

Have you ever applied to, or worked for, <CHURCH NAME> before?  Yes  No  
If yes, please give date: \_\_\_\_\_



### Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

### Employment History

(Please begin with most recent)

Employment Date (s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above?       Yes       No

Please list any additional education, training, or skills that qualify you for the position to which you are applying

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?  Yes\*  No

\*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

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### Church Activity

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

### References

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please provide any other information that you feel will help us in considering your application for employment:

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*Non-Discrimination Statement*

<CHURCH NAME> does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

*Employment At Will*

Employment with <CHURCH NAME> is “at will” and not by contract either express or implied. This means that if you become employed at <CHURCH NAME>, both you and the church are free to terminate the employment relationship at any time and for any legal reason.

*Certification and Release*

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give <CHURCH NAME> permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with <CHURCH NAME>, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_