



# APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Applications are received and employees are hired without regard to race, color, sex, age, national origin, marital status, disability, and citizenship status. **Central Church hires only members of the church.** The receipt of this applications does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in our organization.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Present Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you lived at the address above? \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

How long did you live there? \_\_\_\_\_

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, can you provide proof that you can legally be employed in the United States?  Yes  No

Position Applying for \_\_\_\_\_ Date available for work \_\_\_\_\_

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

Type of employment  Full Time  Part Time  Temporary

What days/hours if part time? \_\_\_\_\_

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 bonded?  Yes  No

Have you ever been refused bonded?  Yes  No

If yes, state reason and date \_\_\_\_\_ If yes, state reason and date \_\_\_\_\_

Have you ever been convicted of any crime other than a minor traffic violation?  Yes  No

If yes, state reason, 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

Would you have steady transportation to work?  Yes  No

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

Schooling	Years Completed	Degree Received	Name of School	City & State	Did You Graduate?	Graduation Date
Grammar/High School						
Trade/Business						
College						
Graduate/Seminary						

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

Were you in the United States Armed Forces?  Yes  No If yes, what branch? \_\_\_\_\_  
Dates of duty \_\_\_\_\_ Rank at discharge \_\_\_\_\_  
List duties in the service including special training \_\_\_\_\_

Most Recent Employer \_\_\_\_\_ Date of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name/Position \_\_\_\_\_ Phone \_\_\_\_\_  
Position/Title \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_  
List Duties \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact?  Yes  No

Employer \_\_\_\_\_ Date of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name/Position \_\_\_\_\_ Phone \_\_\_\_\_  
Position/Title \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_  
List Duties \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact?  Yes  No

Employer \_\_\_\_\_ Date of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name/Position \_\_\_\_\_ Phone \_\_\_\_\_  
Position/Title \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_  
List Duties \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact?  Yes  No

**References** (Do not list relatives or previous supervisors)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_ Occupation \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_ Occupation \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_ Occupation \_\_\_\_\_

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.

I understand that employment at this organization is "at will," and includes no guarantees, contract, promise of employment for any specified length of time.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

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

Date \_\_\_\_\_

**OFFICE USE ONLY**

E-Verify  \_\_\_\_\_ NC New Hires  \_\_\_\_\_ W4/NC4 Received  \_\_\_\_\_ Payroll  \_\_\_\_\_