



Application for Employment

Personal

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_ Church Membership \_\_\_\_\_

Telephone \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying? \_\_\_Yes \_\_\_No
If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question.

When would you be available to begin work? \_\_\_\_\_

Education and Skills Give record of all high schools, colleges, universities, and special schools you have attended.

Table with 4 columns: Name of School, Address, Grade Completed/Degree, Subjects Studied/Major. Includes three rows of input fields.

Additional Experience or Qualifications

List any other experiences, skills, or other qualifications which should be considered in evaluating your qualifications for employment.

Three horizontal lines for writing additional experience or qualifications.

References

Please provide one personal and two business references.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

# ***Employment History***

*Begin with most recent employment.*

Name of Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_ Supervisor \_\_\_\_\_ Name and Title \_\_\_\_\_  
Dates Employed from \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy) Rate of Pay beginning \_\_\_\_\_ final \_\_\_\_\_  
Describe the work you performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name of Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_ Supervisor \_\_\_\_\_ Name and Title \_\_\_\_\_  
Dates Employed from \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy) Rate of Pay beginning \_\_\_\_\_ final \_\_\_\_\_  
Describe the work you performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name of Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_ Supervisor \_\_\_\_\_ Name and Title \_\_\_\_\_  
Dates Employed from \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy) Rate of Pay beginning \_\_\_\_\_ final \_\_\_\_\_  
Describe the work you performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Are you legally qualified to work in the United States?     Yes     No  
*In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.*

I understand that the employer follows an “employment at will” policy in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this “employment at will” policy cannot be changed verbally or in writing unless the change is specifically authorized in writing by the chief operating officer of the college. I understand that this application is not a contract of employment. I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

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

*Applications retained for 90 days.*