



Application for Employment



Date _____ Applying for employment at the: Church Academy Other

Last name _____ First _____ Middle _____

Street Address _____

City _____ State _____ Zip _____

Home Telephone # _____ Cell # _____ Work # _____

Email Address _____

Personal Website (if applicable) _____

Social Security # _____

Are you legally authorized to work in the U.S.? Yes No Are you at least 18 years of age? Yes No

Do you have any relatives working for Christ Presbyterian Church, Christ Presbyterian Academy, or other affiliated organizations? Yes No

If yes, please list: _____

How did you hear about CPC, CPA, or other affiliated organization? _____

Have you ever been convicted of or pled guilty to any crime, or felony, including sex-related or child-abuse-related offenses? Yes No

If yes, please state when, where, and final outcome. _____

Employment Desired

Position applied for _____

How did you hear of this position? _____

Have you ever applied for employment at any of our organizations before? Yes No

When? _____ What position? _____

Have you ever been employed by CPC, CPA, or other? Yes No

When? _____ What position? _____

Are you presently employed? Yes No

Are you available for full-time work? Yes No Are you available for part-time work? Yes No

Hours Available _____ Are you interested in substitute teaching? Yes No

Available Start Date _____ Desired salary _____

Education History

Education	School Name and Location	Major	Degree
High School			
College			
College			
Graduate			
Post-graduate			
Other Training			

In addition to your work history, are there are other skills, qualifications, or experience that may contribute to your abilities in performing the desired position?

Please list any scholastic honors received and offices held in school (post high school)?

In what other areas could you contribute to the church or school outside of your position (i.e. coaching, fine arts, extracurricular activities)? Please list:

List your areas of computer proficiency:

List organizational memberships (professional, civic, social, etc.) with dates and/or offices held:

Employment History (by most recent)

EMPLOYER		
Address		Telephone
Date Started	Starting Wage	Starting Position
Date Ended	Ending Wage	Ending Position
Name of Supervisor		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Responsibilities		
Reason for leaving		

EMPLOYER		
Address		Telephone
Date Started	Starting Wage	Starting Position
Date Ended	Ending Wage	Ending Position
Name of Supervisor		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Responsibilities		
Reason for leaving		

EMPLOYER		
Address		Telephone
Date Started	Starting Wage	Starting Position
Date Ended	Ending Wage	Ending Position
Name of Supervisor		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Responsibilities		
Reason for leaving		

Please list any other professional experience relevant to this position. _____

Have you ever been discharged from employment or asked to resign for any reason? Yes No

If yes, include when, where, and a brief explanation of the circumstances: _____

References

List three personal references, not related to you, who have known you for more than one year.

- 1) Name _____ Phone _____ Years Known _____
Full Address _____ Email _____
- 2) Name _____ Phone _____ Years Known _____
Full Address _____ Email _____
- 3) Name _____ Phone _____ Years Known _____
Full Address _____ Email _____

Describe your personal relationship with Jesus Christ:

Specify the church where you worship: _____

Please Read, Sign, and Date the Following Statement — *Please Read Before Signing:*

I certify that all information provided by me on this application is true, accurate and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application. Falsification of any information is grounds for dismissal.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record, as well as Christ Presbyterian Church and Academy to investigate in any manner including web-based investigation, any and all information on this application and beyond as deemed necessary to the position. I agree that Christ Presbyterian Church and Academy, its affiliated organizations, and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with Christ Presbyterian Church or Academy, or any of its affiliated organizations, I will comply with all rules and regulations as set by Christ Presbyterian Church and Academy, or any affiliated organizations, in any communication distributed to employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide, on the first day of employment, approved documentation to the company that verifies my right to work in the United States. I will receive a list of the approved documents that are required and will be required to fill out an I-9 Employment Eligibility Verification form.

I understand that employment at Christ Presbyterian Church and Academy, as well as any of its affiliated organizations, is "at will," which means that either I or Christ Presbyterian Church and Academy, or any of its affiliated organizations, can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Christ Presbyterian Church and Academy is a religious nonprofit organization; therefore employees are not eligible for unemployment benefits.

Signature _____ Date _____

THANK YOU FOR APPLYING AT CHRIST PRESBYTERIAN CHURCH and ACADEMY, AND ITS AFFILIATED ORGANIZATIONS

Christ Presbyterian Church and Academy, and any of its affiliated organizations, provide equal employment opportunities to all applicants for employment without regard to race, color, sex, national origin, age, disability, or military status as prohibited by law.