



# 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 # \_\_\_\_\_

E-Mail 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)**

<b>EMPLOYER</b>		
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		

<b>EMPLOYER</b>		
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		

<b>EMPLOYER</b>		
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	_____				
2) Name	_____	Phone	_____	Years Known	_____
Full Address	_____				
3) Name	_____	Phone	_____	Years Known	_____
Full Address	_____				

## 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. 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 non-profit 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.

01/19/2011