



GRACE FIRST

PRESBYTERIAN CHURCH

APPLICATION FOR EMPLOYMENT

Grace First Presbyterian Church is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL INFORMATION:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Phone Number _____

Position Sought _____ Part Time

Date Available _____

Email Address _____

Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? Yes No
(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION:

High School: Number of Years Completed (circle one) 1 2 3 4

Diploma: Yes No **G.E.D.:** Yes No

School(s) _____ City/State _____

College and/or Vocational School: Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degree(s) Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

**This application for employment is good for 30 days only.
Consideration for employment after 30 days requires a new application.**

EMPLOYMENT HISTORY

List last employer first, including U.S. Military Service.

1.) **Employer** _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr. Mo/Yr.

Salary _____ Supervisor _____ Department _____

Duties _____ FT __ PT __ No. of Hrs. __

Reason for Leaving

2.) **Employer** _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT __ PT __ No. of Hrs. __

Reason for Leaving

3.) **Employer** _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT __ PT __ No. of Hrs. __

Reason for Leaving

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job? __Yes __No

If yes, explain: _____

PERSONAL REFERENCES

(1) **Name** _____

Address _____

Phone (____) _____ Email _____

(2) **Name** _____

Address _____

Phone (____) _____ Email _____

Emergency Contact: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Grace First Presbyterian to verify their accuracy and to obtain reference information on my work performance.

I hereby release Grace First Presbyterian from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____