



APPLICATION FOR EMPLOYMENT

SUMMERVILLE PRESBYTERIAN CHURCH

DATE _____

NAME First _____ Last _____ MI _____

SSN _____ Driver's License # _____

ADDRESS (Street & Number): _____

CITY/STATE _____ ZIP _____

HOME PHONE _____ CELL PHONE _____

How did you find out about this job? Newspaper _____ Referral _____ Other _____

If hired, do you have reliable transportation? Yes _____ No _____

EMPLOYMENT DATA

What position are you applying for? _____

What days and hours are you available to work? _____

Are you willing to work overtime? Yes _____ No _____

Are you willing to work a flexible schedule? Yes _____ No _____

Experience, special skills, or training: _____

Are you currently employed? Yes _____ No _____ When would you be available? _____

Have you ever worked for a church before? Yes _____ No _____

How many days have you missed from work within the last 12 months? _____

EDUCATION (Please circle highest level attained)

Elementary 1 2 3 4 5 6 7 8 High School 9 10 11 12

Name and City _____

College 1 2 3 4 5 6

Name and City _____

Degree & Major _____

If currently in high school, are you enrolled in a recognized co-op program? _____

If yes, identify program and school _____

CERTIFICATIONS (Please check if you have that certification, add the expiration date of that certification and please attach a copy of your current cards.)

_____ Child CPR – Date: _____ First Aid – Date: _____

_____ Infant CPR – Date: _____ Baby Sitting – Date: _____

_____ Child Abuse Awareness – Date: _____

WORK HISTORY

Please list you last 4 employers. Begin with the most recent employer.

1. Company Name	Address	Phone	FROM: Mo	Yr	TO: Mo	Yr
Job Title	Give specific reason for leaving	Supervisor's name and title				
Describe Duties briefly:	Starting Salary:	Ending Salary				
2. Company Name	Address	Phone	FROM: Mo	Yr	TO: Mo	Yr
Job Title	Give specific reason for leaving	Supervisor's name and title				
Describe Duties briefly:	Starting Salary:	Ending Salary				
3. Company Name	Address	Phone	FROM: Mo	Yr	TO: Mo	Yr
Job Title	Give specific reason for leaving	Supervisor's name and title				
Describe Duties briefly:	Starting Salary:	Ending Salary				

May we contact the employers listed above? Yes___ No___ If not, tell us which one(s) you do not wish us to contact and why. _____

Why are you seeking a new position at this time? _____

What is the job you have enjoyed most and why? _____

List any outside interests including organizations you're active in: _____

Bonding and money handling security policies require that we ask if you have ever been convicted of a felony. Yes___ No___ If yes, state the nature of the offense and disposition of the case. Include dates and places: NOTE: Felony convictions or the existence of a criminal record does not constitute an automatic bar to employment.: _____

I authorize this company to make an investigation of all information contained in this application for employment, and I release from all liability all companies and corporations supplying such information. I understand that any false answers or statements or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge. Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer. I authorize this company to request a copy of my credit report from the Credit Bureau, a copy of my motor vehicle driving record, along with my approval to submit to a physical examination if required, and a drug test either prior to my employment or any time during employment with this company. I further understand that this is an application for employment and that no employment contract is being offered. Understand that if I am employed, such employment is for an indefinite period of time and that the company can change wages, benefits and conditions at any time. I have read and understand the above.

Applicant's _____ Signature _____
Date _____
