

# APPLICATION OF EMPLOYMENT



The Mission Statement of Greenford Christian Church is:  
***"Making disciples of Jesus who make disciples of Jesus"***

## APPLICANT PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF APPLICATION
CURRENT ADDRESS		CITY, STATE, ZIP CODE	
PRIOR ADDRESS (IF AT CURRENT ADDRESS LESS THAN 7 YEARS)		CITY, STATE, ZIP CODE	
HOME PHONE (INCLUDE AREA CODE)		CELL PHONE (INCLUDE AREA CODE)	
EMAIL ADDRESS			
IF YOU HAVE USED A NAME OTHER THAN THE ONE LISTED ABOVE DURING THE PAST FIVE YEARS, PLEASE LIST IT HERE:			
ARE YOU OVER 17 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, HIRE IS SUBJECT TO VERIFICATION OF MINIMUM LEGAL AGE)			
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO			
HAVE YOU EVER BEEN CONVICTED OF OR FOUND GUILTY OF, OR PLED GUILTY OR NO CONTEST TO A FELONY OFFENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE DISCLOSE THE CIRCUMSTANCES AND THE DATE(S) OF CONVICTION. CONVICTION ITSELF IS NOT TREATED AS AN AUTOMATIC BAR TO EMPLOYMENT. THE SERIOUSNESS OF THE CRIME, DATE OF CONVICTION, AND BUSINESS NECESSITY WILL BE CONSIDERED. PLEASE NOTE THAT YOU ARE NOT OBLIGATED TO DISCLOSE SEALED, ANNULLED, EXPUNGED OR OFFICIALLY PARDONED CONVICTIONS. _____ _____ _____			

## POSITION AND AVAILABILITY

POSITION APPLIED FOR	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	DATE AVAILABLE TO START
AVAILABLE WORK HOURS _____ DAYS _____ EVENINGS _____ WEEKENDS		

## BACKGROUND

PLEASE PROVIDE THE FOLLOWING INFORMATION CONCERNING YOUR CHURCH AFFILIATION OVER THE PAST FIVE YEARS.			
CURRENT CHURCH	DATES ATTENDED	ADDRESS	PHONE
PREVIOUS CHURCH			
PREVIOUS CHURCH			

EMPLOYMENT HISTORY

PLEASE GIVE ENOUGH INFORMATION TO ALLOW FOR REVIEW AND EVALUATON OF YOUR WORK EXPERIENCE AND ABILITIES. LIST THE POSITIONS YOU HAVE HELD STARTING WITH YOUR MOST RECENT JOB. INCLUDE RELEVENT VOLUNTEER EXPERIENCE. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SHEET OF PAPER. THIS SECTION MUST BE FULLY COMPLETED. A RESUME MAY BE ATTACHED BUT WILL NOT BE ACCEPTED IN PLACE OF THIS SECTION.

MAY WE CONTACT YOUR PRESENT EMPLOYER?

☐ YES ☐ NO

IF "NO", PLEASE EXPLAIN:

CURRENT OR MOST RECENT EMPLOYER		ADDRESS, CITY, STATE, ZIP		
POSITION		CONTACT PERSON		PHONE (INCLUDE AREA CODE)
START DATE (mm/yy)	END DATE (mm/yy)	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING
PLEASE DESCRIBE YOUR DUTIES				

EMPLOYER		ADDRESS, CITY, STATE, ZIP		
POSITION		CONTACT PERSON		PHONE (INCLUDE AREA CODE)
START DATE (mm/yy)	END DATE (mm/yy)	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING
PLEASE DESCRIBE YOUR DUTIES				

EMPLOYER		ADDRESS, CITY, STATE, ZIP		
POSITION		CONTACT PERSON		PHONE (INCLUDE AREA CODE)
START DATE (mm/yy)	END DATE (mm/yy)	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING
PLEASE DESCRIBE YOUR DUTIES				

IF APPLICABLE, PLEASE IDENTIFY AND EXPLAIN ALL PERIODS OF UNEMPLOYMENT DURING THE LAST FIVE YEARS:

EDUCATION

NAME OF SCHOOL	CITY / STATE	CIRCLE LAST YEAR COMPLETED	GRADUATED YES/NO	DEGREE OR MAJOR	GPA
High School/GED		1 2 3 4		N/A	
Technical School		1 2 3 4			
College		1 2 3 4			

TRAINING AND EXPERIENCE

LIST ANY ADDITIONAL TRAINING OR EXPERIENCE YOU HAVE HAD THAT QUALIFIES YOU FOR THE POSITION YOU ARE SEEKING, INCLUDING ANY PROFESSIONAL LICENSE OR CERTIFICATION:

PLEASE LIST COMPUTER SOFTWARE WITH WHICH YOU ARE FAMILIAR:

PERSONAL REFERENCES

LIST BELOW TWO (2) PERSONAL REFERENCES WHO ARE WELL ACQUAINTED WITH YOU. DO NOT LIST RELATIVES.

NAME	(1)	(2)
ADDRESS		
CITY, STATE, ZIP		
TELEPHONE		

## ADDITIONAL INFORMATION

AN APPLICATION FORM SOMETIMES MAKES IT DIFFICULT FOR AN INDIVIDUAL TO ADEQUATELY SUMMARIZE A COMPLETE BACKGROUND. USE THE SPACE BELOW TO SUMMARIZE ANY ADDITIONAL INFORMATION NECESSARY TO DESCRIBE YOUR FULL QUALIFICATIONS FOR THE SPECIFIC POSITION FOR WHICH YOU ARE APPLYING. ALSO USE THIS SECTION TO EXPAND ANY STATEMENTS MADE IN THE OTHER SECTIONS OF THIS APPLICATION. ATTACH ADDITIONAL SHEETS IF NECESSARY.

## AUTHORIZATION AND ACKNOWLEDGEMENT

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS CORRECT AND THAT IF ANY OF THE INFORMATION IS UNTRUE, I MAY BE DISQUALIFIED FROM EMPLOYMENT, OR, IF HIRED, I MAY BE DISMISSED. I GIVE GREENFORD CHRISTIAN CHURCH PERMISSION TO VERIFY MY EMPLOYMENT HISTORY AND TO SOLICIT AND SECURE OTHER INFORMATION THAT MAY BE REQUIRED TO DETERMINE MY SUITABILITY FOR EMPLOYMENT. FURTHER, I RELEASE ALL PARTIES AND PERSONS FROM ANY AND ALL LIABILITY FOR ANY DAMAGES THAT MAY RESULT FROM FURNISHING SUCH INFORMATION TO THE CHURCH AS WELL AS FROM THE USE OR DISCLOSURE OF SUCH INFORMATION BY THE CHURCH OR ANY OF ITS AGENTS, EMPLOYEES, OR REPRESENTATIVES. A PHOTOCOPY OF THIS AUTHORIZATION IS AS VALID AS THE ORIGINAL.

IF EMPLOYED BY THE CHURCH, I AGREE TO CONFORM TO THE RULES AND STANDARDS OF THE CHURCH, AS AMENDED FROM TIME TO TIME AT THE CHURCH'S SOLE DISCRETION. I FURTHER AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED AT WILL, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME, EITHER AT MY OPTION OR AT THE OPTION OF THE CHURCH. I UNDERSTAND THAT NO EMPLOYEE OR REPRESENTATIVE OF THE CHURCH OTHER THAN THE ADMINISTRATOR HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING. I ALSO UNDERSTAND THAT ALL OFFERS OF EMPLOYMENT ARE CONDITIONED ON THE RECEIPT OF SATISFACTORY RESPONSE TO REFERENCE REQUESTS AND THE PROVISION OF SATISFACTORY PROOF OF AN APPLICANT'S IDENTITY AND LEGAL AUTHORITY TO WORK IN THE UNITED STATES.

APPLICANT SIGNATURE

DATE

PRINT FULL NAME