

## Faith Reformed Church Employment Application

Application Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Position(s) for which applying:

\_\_\_\_\_

Are you available full time? Yes    No

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

U.S. Citizen?    Yes    No    Are you legally eligible to work in the United States?    Yes    No

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

### Post-Secondary Education

College/Location	No. of Hours Beyond Highest Degree	Degree Major & Minor Fields	Dates Attended and Graduation Date

High School Attended: \_\_\_\_\_ Location: \_\_\_\_\_

**Prior Employment** (Begin with current/most recent)

**Employment and/or Other Experiences**

**Employer 1:** \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Experience: \_\_\_\_\_

Position: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer 2:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dates of Experience: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Duties and Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer 3:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dates of Experience: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Duties and Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer 4:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dates of Experience: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Duties and Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Military**

Active Duty:     /     /     to     /     /     Branch: \_\_\_\_\_

Location of Duty: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Reserve Duty:     /     /     to     /     /     Branch: \_\_\_\_\_

Obligation Period: \_\_\_\_\_

Times of Current Training Duty: \_\_\_\_\_

**References**     List at least three who are not relatives or past supervisors

Name/Position	Employer & Address	Work & Home Phone

Are you on the sex offender registry?	Yes	No
Are you on the Department of Human Services' child abuse registry?	Yes	No
Have you ever been convicted of an offense other than a minor traffic violation? (DUI and DWI convictions are <u>not minor</u> and must be reported.)	Yes	No
Have you ever been arrested/charged/convicted of a felony?	Yes	No
Have you ever been arrested/charged/convicted (even if no contest or charges dropped or pled down) for a sex-related offense?	Yes	No
Have you ever been arrested/charged/convicted (even if no contest or charges dropped or pled down) for a drug-related offense?	Yes	No

If yes, please provide date, incident, city/state or charge:

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**\*Please Note:** Responding "Yes" to any of the previous questions is not an automatic bar to employment. The date of the offense, and the relationship between the offense and the position for which you are applying will be considered.

Are you able to perform, with or without reasonable accommodation, the essential job functions required of this position? If no, explain:	Yes	No
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### Agreement

I hereby certify that the above information, to the best of my knowledge, is true accurate and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. I authorize verification of any of this information and all current and former employers to release any information concerning my background. Additionally, ***I authorize the church to run a criminal background check.*** I understand that this application is not a contract of employment. I also understand that if hired, regardless of any oral representation to the contrary, the employment relationship is terminable-at-will.

Signature \_\_\_\_\_ Date \_\_\_\_\_