APPLICATION FOR EMPLOYMENT
St. Francis in the Foothills United Methodist Church

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, veteran status or sexual orientation.

PERSONAL

Last Name	First Name	Middle	Date
Street Address			Home Telephone ( )
City, State, Zip			Business Telephone ( )
Have you ever applied for employment with us? _____Yes _____ No If yes: month and year _____			Social Security #
Position desired			Pay expected
Are you available for full-time work? ___ Yes ___ No If not, what hours can you work? _____			Will you work overtime if asked? ___ Yes ___ No
Are you legally eligible for employment in the United States? _____Yes _____No			When will you be available to begin work? _____
Other special training or skills (languages, machine operation, etc.)			

EDUCATION

School	Name/Location of School	Course of Study	No. years completed	Did you graduate?	Degree or Diploma?
Graduate				____ Yes ____ No	
College				____ Yes ____ No	
Business/ Trade/ Technical				____ Yes ____ No	
High School				____ Yes ____ No	

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS
(Exclude those which may disclose your race, color, religion, national origin or sexual orientation)

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record.
Start with your present or most recent employer.

1

Company Name	Telephone ( )
Address	Employed (month & year) From _____ To _____
Name of Supervisor	Weekly Pay Start _____ Last _____
Job Title and Description of Work	Reason for leaving:

2

Company Name	Telephone ( )
Address	Employed (month & year) From _____ To _____
Name of Supervisor	Weekly Pay Start _____ Last _____
Job Title and Description of Work	Reason for leaving:

3

Company Name	Telephone ( )
Address	Employed (month & year) From _____ To _____
Name of Supervisor	Weekly Pay Start _____ Last _____
Job Title and Description of Work	Reason for leaving:

4

Company Name	Telephone ( )
Address	Employed (month & year) From _____ To _____
Name of Supervisor	Weekly Pay Start _____ Last _____
ob Title and Description of Work	Reason for leaving:

We may contact the employers listed above unless you indicate those you do not want us to contact.	*DO NOT CONTACT*
	Employer Number(s) _____ Reason: _____

What was your previous address?	How long at present address? _____ years
	How long at previous address? _____ years

Have you ever been bonded? _____Yes _____No If "Yes," with what employers?	Are you over 18 years of age? _____Yes _____No If not, employment is subject to verification of age.

Have you been convicted of a crime in the past ten years (excluding misdemeanors and summary offenses), which has not been annulled, expunged or sealed by a court? _____Yes _____No   If "Yes," describe in full.

S I G N A T U R E

    The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

    I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

    If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained, you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

_____

R E F E R E N C E   C H E C K

Employer	Person Contacted	Results
1		
2		
3		
4		

I N T E R V I E W   R E S U L T S

Interviewer Name and Comments