

Eastridge Presbyterian Church

APPLICATION FOR EMPLOYMENT

Eastridge Presbyterian Church assures equal employment opportunity to applicant and employees in all aspects of personnel administration without regard to political affiliation, race, color, religion, national origin, sex, marital status, mental or physical disability. Applicants who need accommodation in the selection process should request this in advance.

Name:			
Address:			
City:	State:	Zip:	
Home Phone:	Other Phone:		
Email Address:	Social Security #:		
Position Applying For:	Desired Salary:		
Employment Desired: <input type="checkbox"/> Full-time (check one)	<input type="checkbox"/> Part-time	Date Available to Start:	
Days/Hours Available:			
Sunday _____	Monday _____	Tuesday _____	Wednesday _____
Thursday _____	Friday _____	Saturday _____	

EDUCATION: Please list all complete and incomplete education in the fields below			
SCHOOL	NAME AND LOCATION (Address / City / State / Zip)	COURSE OF STUDY	DIPLOMA/DEGREE RECEIVED
High			
Technical			
College			
Graduate/Other			

Work Experience: Please list your work experience for the last 7 years, beginning with your most recent job held.

1.

Name of company	Street Address	City, State, Zip
Job Title	Department	Dates Employed (Mo. & Yr.)
Supervisor's Name	Supervisor's Phone #	May We Contact This Employer?

Describe Your Duties and Accomplishments

Reason for Leaving

2.

Name of company	Street Address	City, State, Zip
Job Title	Department	Dates Employed (Mo. & Yr.)
Supervisor's Name	Supervisor's Phone #	May We Contact This Employer?

Describe Your Duties and Accomplishments

Reason for Leaving

3.

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Describe Your Duties and Accomplishments

Reason for Leaving

Special Skills and Qualifications: Please list any job-related skills, licenses, training, honors, etc

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References: Please list the names, contact information, and occupations of three references
(Please exclude relatives)

Name	Address	Phone No.	Occupation
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Name	Address	Phone No.	Occupation
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Name	Address	Phone No.	Occupation
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Additional Information:

How did you learn of this opening?

Are you eligible to work in the United States? ___ yes ___ no
(Proof of eligibility will be required before you can be employed)

Have you ever been convicted of a felony? ___ yes ___ no
(Note: A yes response does not automatically disqualify your application)
If yes, please provide date and details of your felony conviction:

Have you ever been discharged or terminated from a job? ___ yes ___ no
If yes, please explain.

CERTIFICATION BY APPLICANT

I certify that the statements made on this application and any addendum are true and complete to the best of my knowledge and belief. I understand that any false statement or omission of any statement on this application and any addendum can be sufficient cause for rejection of my application or for dismissal or other discipline as appropriate when any false statement or omission is discovered or confirmed subsequent to my employment.

I hereby acknowledge that I have read and agree to the above statements

Signature _____ Date _____