

APPLICATION FOR EMPLOYMENT

Alhambra True Light Presbyterian Church ensures that all applicants and employees are considered for hire, promotion and job status, without regard to race, color, sex, national origin, age, or disability.

Name (Last Name, First Name, Middle Name): _____
Address (Address, City, Zip Code, State) _____
Home Phone Number: _____ Cell Phone Number: _____ Email Address: _____

Referred by: _____

If hired, can you furnish proof that you are legally entitled to work in the U.S? Yes No

Have you been convicted of a felony? No Yes

If yes, please explain:

I am Interested in the type of work:

- Pastoral
 Office
 Music
 Intern
 Building
 Maintenance

Other

I am seeking (check only one)	I am available for (check only one)
<input type="checkbox"/> Temporary Employment	<input type="checkbox"/> Part-Time Work
<input type="checkbox"/> Regular employment (Employment for indefinite period of time)	<input type="checkbox"/> Full-Time work
If temporary, indicate dates available: _____	If part-time, indicate maximum hours of week _____, and enter hours in the block below.

HOURS AVAILABLE FOR WORK

Monday:	Friday:
Tuesday:	Saturday:
Wednesday:	Sunday:
Thursday:	

EDUCATION

High School		Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	City/State
To:	From:	Degree	Average Grade
College		Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	City/State
To:	From:	Degree	Average Grade
Other		Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	City/State
To:	From:	Degree	Average Grade
Other		Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	City/State
To:	From:	Degree	Average Grade

PROFESSIONAL REFERENCES

Name (First, Last)	Relationship	Years Known	Phone Number
Email Address:			
Name (First, Last)	Relationship	Years Known	Phone Number
Email Address:			
Name (First, Last)	Relationship	Years Known	Phone Number
Email Address:			
Name (First, Last)	Relationship	Years Known	Phone Number
Email Address:			

List below your four most recent employers beginning with the current or most recent one. If you have had less than four employers use the remaining spaces for personal references. If you were employed under a maiden name or other name, please enter the name in the box for extra information. If applicable, enter service in the armed forces.

EMPLOYMENT HISTORY			
Names and address of former employers beginning with the current or most recent one.		NOTE: State reason for and length of inactivity between present application date and last employer.	
Name of Employer			
Address, City, State, Zip Code			
Telephone Number			
Nature of Employer's Business			
Supervisor's Name			
What kind of work did you do?			
Starting Date		Leaving Date	
Starting Pay	per week	Pay at Leaving	per week
Why did you leave? Give Details			
Anything else you would like to include:			
NOTE: State reason for and length of inactivity between present application date and last employer.			
Name of Employer			
Address, City, State, Zip Code			
Telephone Number			
Nature of Employer's Business			
Supervisor's Name			
What kind of work did you do?			

Starting Date		Leaving Date	
Starting Pay	per week	Pay at Leaving	per week
Why did you leave? Give Details			

Anything else you would like to include:

NOTE: State reason for and length of inactivity between present application date and last employer.

Name of Employer	
Address, City, State, Zip Code	
Telephone Number	
Nature of Employer's Business	
Supervisor's Name	
What kind of work did you do?	

Starting Date		Leaving Date	
Starting Pay	per week	Pay at Leaving	per week
Why did you leave? Give Details			

Anything else you would like to include:

NOTE: State reason for and length of inactivity between present application date and last employer.

Name of Employer	
Address, City, State, Zip Code	
Telephone Number	
Nature of Employer's Business	
Supervisor's Name	

What kind of work did you do?			
Starting Date		Leaving Date	
Starting Pay		Pay at Leaving	
	per week		per week
Why did you leave? Give Details			
Anything else you would like to include:			

I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information is grounds of dismissal in accordance with church policy. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal, or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. In consideration of my employment, I agree to conform to the rules and regulations of the church, and my employment to you. In consideration of my employment, I agree to conform to the rules and regulations of the church, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the church or myself.

I understand that my employment is contingent upon a clear background check; which may include but is not limited to: verification of social security number; current and previous residences; motor vehicle history; civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; and any other public records.

Applicant's Signature

Date (MM/DD/YYYY)
